

**SHETEK AREA
WATER
&
SEWER
COMMISSION**

**Shetek Area Water and Sewer
Commission Agenda**

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

MEMBERS:

Jamie Thomazin
30 South Shore Drive
Slayton, MN 56172
(507) 828-3516
fishnshetek@hotmail.com

Donna Kor
82 South Shore Drive
Slayton, MN 56172
(507) 760-0304
shetekor@frontiernet.net

Jon Hoyme
50 South Shore Drive
Slayton, MN 56172
(507) 763-1568
hoymejon@gmail.com

Trevor Humphrey
76 Pleasant View Road
Slayton, MN 56172
(507) 829-7009
Humphreytj@gmail.com

Valarie Kastner
58 Keeley Island Dr
Slayton, MN 56172
(712) 389-0644

David Maguire
56 Keeley Island Dr
Slayton, MN 56172
(507) 430-2951
david.maguire@unitedcapmn.org

Greg Grant
PO Box 66
Russell, MN 56169
(507) 823-4746

MAINTENANCE:

Dave Brown
(507) 760-0071

Meeting Date: **January 9, 2023**
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. Approve Agenda
- E. Election of Officers
- F. Approval of Minutes
 - a. November 14, 2022 SAWS Meeting
- G. Treasurer's Report/Cash Flow
 - a. Delegating EFT authorization
 - b. Authorization to pay claims
 - c. Approval of Invoices
 - d. Approval of Recurring Invoices
- H. Engineer's Report
- I. Other
 - a. 1643 201st Street – sewer expansion
 - b. PFA Reserve based on Sewage flows
- J. Set Next Meeting Date
 - a. February 13, 2023 at 4:00 pm
- K. Adjourn

Thank you for your time, interest, and participation.

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

Regular Meeting of the Shetek Area Water and Sewer Commission November 14, 2022

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

Member absent: Valarie Kastner

Others present: Jean Christoffels, Dave Brown, Don Peterson, Bryce Peterson, Brett Huber

Others present via teleconference: Lori Gunnink, Molly Malone

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

No conflicts of interest were identified.

Minutes:

- **Motion (11/14/22a)** Moved by Greg Grant, seconded by Trevor Humphrey to approve the minutes from the previous meeting. Motion carried unanimously.

Treasurers report:

- **Motion (11/14/22b)** Moved by Donna Kor, seconded by Trevor Humphrey to approve payment of the invoices totaling \$11,596.80. Motion carried unanimously.
- **Motion (11/14/22c)** Moved by Greg Grant, seconded by Dave Maguire to approve payment of the recurring invoices totaling \$27,796.46. Motion carried unanimously.

Engineers report:

1. Quality flow repairs yet to be completed.
2. The siding of the storage building was replaced as previously discussed. Dave received an estimate of \$1,860.00 for painting the replacement siding.
 - **Motion (11/14/22d)** Moved by Jon Hoyme, seconded by Dave Maguire to approve the painting cost for the replacement siding. Motion carried unanimously.
3. Dave discussed the inspection and compliance letter from MPCA. A couple of minor issues were discussed but overall things are ok. One quarterly sample was missed in Spring and a total phosphorus result during discharge came back higher than allowed even though pre-discharge samples were within allowable limits.

Other:

1. The Board discussed the potential expansion and sewer connection at 1643 201st Street – Garvin, MN. After some discussion, it was agreed to check with the District’s attorney on options for annexation.
 - **Motion (11/14/22e)** Moved by Donna Kor, seconded by Greg Grant to approve contacting the District’s attorney for guidance. Motion carried unanimously.

2. The subcommittee gave a report on the status of the easement for Brett Huber's new subdivision. Kevin Carlson is waiting for approval from the rest of the family before proceeding with an easement for his property. Jean Christoffels read the letter that was sent to the Carlson family. Brett Huber thanked the Board for their efforts.
 - **Motion (11/14/22f)** Moved by Trevor Humphrey, seconded by Jon Hoyme to accept the terms as stated in the letter. Motion carried unanimously.
3. The Board discussed the meeting dates for 2023.
 - **Motion (11/14/22g)** Moved by Dave Maguire, seconded by Greg Grant to approve the dates. Motion carried unanimously.
4. The Board discussed the farm lease for 2023.
 - **Motion (11/14/22h)** Moved by Donna Kor, seconded by Trevor Humphrey to approve the farm lease as proposed. Motion carried unanimously.
5. The Board discussed the potential need for the subcommittee to meet again with the Carlson family, if necessary.
 - **Motion (11/14/22i)** Moved by Donna Kor, seconded by Greg Grant to approve the subcommittee to meet with the Carlson family again, if needed. Motion carried unanimously.

Next meeting: December 12, 2022 at 4:00 PM

Adjourn:

- **Motion (11/14/22j)** Moved by Trevor Humphrey, seconded by Dave Maguire 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 01/09/23d
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 01/06/23e

A Resolution Authorizing the Murray County Auditor/Treasurer
To pay Certain Claims in 2023

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 2023 with Resolution 2023-01-03-__.

NOW, THEREFORE, BE IT RESOLVED, That the Shetek Area Water and Sewer District Board concurs with Murray County Resolution 2023-01-03-__ 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.

**** Note: Resolution number will be set at the County Board Meeting on January 3. I will have the full resolution number for you at your meeting.**

SHETEK AREA WATER & SEWER DISTRICT
2023 Recurring SAWS Claims

Recurring Monthly SAWS Bills:

2022 Ranges

Monthly

Frontier Communications	288.91	304.94	
AT&T Mobility II	33.61	45.76	
Murray County Treasurer	266.88	408.69	Postage
Nobles Cooperative Electric	1,089.03	1,809.12	
David Brown		9,872.08	Maintenance Contract
First National Bank		15.00	Direct Deposit Fee
Gopher State One Call	5.40	79.65	
Murray County Treasurer	720.96	723.84	Utility Billing Costs
Counties Providing Technology	159.00	159.00	Service Agreement

Yearly

League of Minnesota Cities		2,119.00	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*

*2021 range used since SAWS has not paid for audit services yet in 2022

Occasional

Staples		19.00	Envelopes
American Solutions for Business		772.44	Sewer Billing Cards
MVTL Laboratories, Inc.	62.00	335.75	Sewer Pond Sampling
Henle Printing		246.77	Service Slips

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

Expenses:
 January 9, 2023

Recurring Invoices

Pay Date	Payee	For	Warrant #	Amount
10/12/2022	First National Bank	10/2022 direct deposit fee	73925	\$15.00
11/1/2022	Brown Excavating	11/2022 operation & maintenance	169503	\$9,872.08
	Murray County Treasurer	10/2022 postage expense	169509	\$329.56
	Murray County Treasurer	10/2022 billing costs	169509	\$723.84
11/4/2022	Gopher State One Call Inc	10/31 Gopher State One Call	169582	\$28.35
11/10/2022	AT&T Mobility II	9/26/22 - 10/25/22 service	169592	\$33.78
11/10/2022	First National Bank	11/2022 direct deposit fee	74248	\$15.00
11/15/2022	Counties Providing Technologies	11/22 sewer billing	169639	\$159.00
11/17/2022	Frontier Communications	10/05/22-11/04/22 phone service	169693	\$291.55
	Minnesota Valley Testing Laboratories	11/7 inlet and tile line wastewater sampling	169699	\$307.87
	Nobles Cooperative Electric	10/2022 electrical service	169700	\$1,035.45
12/1/2022	Brown Excavating	12/2022 operation & maintenance	169503	\$9,872.08
	Murray County Treasurer	11/2022 postage expense	169843	\$331.01
	Murray County Treasurer	11/2022 billing costs	169843	\$723.84
	Minnesota Valley Testing Laboratories	11/21 pre-discharge wastewater sampling results	169844	\$213.94
12/8/2022	AT&T Mobility II	10/26/22 - 11/25/22 service	169867	\$33.78
	Gopher State One Call Inc	11/30 Gopher State One Call	169871	\$21.60
	Minnesota Valley Testing Laboratories	11/30 pre-discharge wastewater sampling results	169877	\$203.08
12/19/2022	Frontier Communications	11/05/22-12/04/22 phone service	169904	\$291.55
	Nobles Cooperative Electric	11/2022 electrical service	169910	\$789.80
12/20/2022	Counties Providing Technologies	12/22 sewer billing	169934	\$159.00
12/27/2022	Minnesota Valley Testing Laboratories	12/14 pre-discharge wastewater sampling results	170020	\$213.94
		Sum of Recurring Invoices		\$25,665.10

I declare under the penalties of law that this account, claim, or demand is just and correct and that has been paid per Resolution 2022-02-14d.

Approved by: _____
 SAWSC Treasurer

Dear, Shetek Area Water & Sewer District and the Murray County Board of Commissioners

I, Bryce Peterson, along with my father Donald Peterson are writing this letter petitioning that the property of 1643 201st Street Garvin, MN be annexed into the Shetek Area Water & Sewer District.

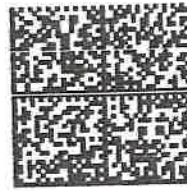
1. Name of Landowner: DP Peterson LLC (Donald Peterson; Chief Manager)
2. Address of Landowner: 81 Pioneer Trail Garvin, MN 56132
3. Phone Number of Landowner: Home:507-763-3570 Cell: 507-760-8030
4. Physical Address of Property: 1643 201st Street Garvin, MN 56132
5. Legal Description of Property to be annexed into the SAWS District:
E1/2 NW1/4, Section 26, Lake Sarah Township, Murray County, Minnesota
(PIN 11.026.002.0)

We are petitioning this property to be part of the SAWS District to have the potential to hook the farm house up to the central sewer system. I, Bryce, have moved into the farm house and the old septic system that my grandfather installed is in need of updating. I priced replacing it with Spartz and Sons Well Company and thought that hooking up to the central sewer system would be a more economical approach, as one of the main lines runs directly north of the farm. After talking with Dave Brown, it was determined that this would be no problem. I feel that it would be a better alternative to the septic system with a mound that requires a fair amount of maintenance and care. One concern we have is the distance we have to run the sewer line and the price that carries. Most hookups around the lakes are within a couple hundred feet, ours would be in the neighborhood of 1000 feet. Any assistance in reducing the cost of this would significantly influence our decision to hook up. We greatly appreciate your consideration and thank you for your time.

Bryce Peterson

Donald Peterson

NOV 23 2022



quadiant
FIRST-CLASS MAIL
IMI
\$000.44⁰
10/25/2022 ZIP 56172
043M31234980

US POSTAGE

Return this portion with payment

Due Date	Account No.
11/15/2022	111610220-00
If paid by the 15th	78.10
If paid after the 15th	85.91

I have been receiving these late

ROBERT E & DEANA S FULLER
59 LAKEVIEW DR & have to pay
SLAYTON MN 56172-1926

late fees not good.

MINNEAPOLIS MN 553

21 NOV 2022 PM 7 L



*Shetek Area
2500. 38th St.
P.O. Box 57
Slayton, mn
56172*

56172-005757



**SAWS
LEDGER BALANCE**

Date	CURRENT BALANCE				TOTAL
	# 392 OPERATIONS	# 393 PFA DEBT	# 394 COUNTY DEBT	# 396 PFA RESERVE	
January, 2022	493,790.20	1,263,435.50	-1,232,619.99	218,529.13	743,134.84
February, 2022	510,151.98	1,291,395.65	-1,225,629.92	219,443.73	795,361.44
March, 2022	559,184.66	1,312,611.58	-1,220,325.94	220,733.20	872,203.50
April, 2022	551,782.31	1,337,973.35	-1,213,985.49	222,301.09	898,071.26
May, 2022	569,191.06	1,633,451.32	-1,140,115.59	224,850.14	1,287,376.93
June, 2022	530,309.22	1,660,142.47	-1,133,442.79	226,801.58	1,283,810.48
July, 2022	500,110.51	1,155,548.12	-1,143,948.44	228,837.91	740,548.10
August, 2022	514,177.60	1,180,523.75	-1,137,704.51	230,288.11	787,284.95
September, 2022	515,173.98	1,198,737.30	-1,133,151.10	231,427.43	812,187.61
October, 2022	532,980.27	1,381,565.11	-1,134,698.52	213,579.02	993,425.88
November, 2022	541,318.92	1,427,544.40	-1,123,203.47	214,339.91	1,059,999.76
December, 2022					0.00

M:\Auditor\Shared-Auditor\MASTERS-FORMS-TEMPLATE\FORMS\Journal Entry Forms\F3 #92 - SAWS Cash Balance.xls/2022