

**SHETEK AREA
WATER
&
SEWER
COMMISSION**

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
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shetekor@frontiernet.net

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David Maguire
56 Keeley Island Dr
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(507) 430-2951
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Greg Grant
PO Box 66
Russell, MN 56169
(507) 823-4746

MAINTENANCE:

Dave Brown
(507) 760-0071

Website:
Murraycountymn.com/saws

Shetek Area Water and Sewer Commission Agenda

Meeting Date: **June 12, 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. Matt Kopperud – sewer connection
- F. Approval of Minutes
 - a. April 10, 2023 SAWS Meeting
- G. Treasurer's Report/Cash Flow
 - a. Approval of Invoices
 - b. Approval of Recurring Invoices
- H. Engineer's Report
 - a. 2023-2024 Operation & Maintenance Proposal
 - b. Grinder Station Lid Replacement
- I. Other
 - a. Monthly sewer bill – Dylan's Lookout Subdivision, Lot 5, Block 2
 - b. Secretary duties
 - c. Handout for potential buyers
 - d. Delinquent sewer bill discussion
- J. Set Next Meeting Date
 - a. July 10, 2023 at 4:00 pm
- K. Adjourn

*Thank you for your time, interest,
and participation.*

Regular Meeting of the Shetek Area Water and Sewer Commission April 10, 2023

Members present: Donna Kor, Jon Hoyme, Dave Maguire, Greg Grant, Jamie Thomazin, Valarie Kastner

Members absent: Trevor Humphrey

Others present: Jean Christoffels, Dave Brown, Sarah Soderholm, Lori Gunnink, Andrea Kelly, Peter Jaros

Others present via teleconference: Molly Malone, Chuck Pettipiece

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

No conflicts of interest were identified.

Approve agenda:

- **Motion (4/10/23a)** Moved by Donna Kor, seconded by Greg Grant to approve the agenda. Motion carried unanimously.

Minutes:

- **Motion (4/10/23b)** Moved by Dave Maguire, seconded by Valarie Kastner to approve the minutes. Motion carried unanimously.

2023 Rate Review:

Chuck Pettipiece was present via teleconference to discuss his findings and recommendations for the 2023 rate review.

1. Everything looks good.
2. The forecasted 3% increase through 2025 still seems sufficient.
3. A transfer from PFA debt service to county debt surplus is recommended to correct a surplus and deficit.
4. Allocation changes between operations and debt service were also discussed.

Treasurers report:

Dave Brown discussed two invoices for repairs done at 24 Eastlick Trail. These repairs seem to have resulted from damage done during initial system installation.

- **Motion (4/10/23c)** Moved by Dave Maguire, seconded by Greg Grant to pay the repair costs of \$2,143.00. Motion carried unanimously.

Jamie Thomazin requested more description be included on the subcontractor's invoice from B&H Excavating. The Board also discussed missing information on the subcontractor's invoice from Slayton Plumbing and Heating.

- **Motion (4/10/23d)** Moved by Greg Grant, seconded by Valarie Kastner to reject the

subcontractor's invoice from Slayton Plumbing & Heating totaling \$3,605.00. Motion carried unanimously.

- **Motion (4/10/23e)** Moved by Donna Kor, seconded by Dave Maguire to approve payment of remaining invoices totaling \$50,347.44 (\$53,952.44 minus \$3,605). Motion carried unanimously.
- **Motion (4/10/23f)** Moved by Dave Maguire, seconded by Greg Grant to pay the recurring invoices of \$61,244.49. Motion carried unanimously.

Engineers report

- . 1. Repairs related to the invoices were already discussed. Flows are up from typically winter levels.

2023 Rate review:

- **Motion (4/10/23g)** Moved by Donna Kor, seconded by Valarie Kastner to transfer \$1,250,000 from the PFA debt service to the county debt service. Motion carried unanimously.

Independent Contractor's Agreement:

- **Motion (4/10/23h)** Moved by Greg Grant, seconded by Dave Maguire to approve the agreement without changes. Motion carried unanimously.

Carlson Sewer Easement:

- **Motion (4/10/23i)** Moved by Donna Kor, seconded by Dave Maguire to authorize Jean Christoffels to work with the District's attorney and a surveyor to draft the easement. Motion carried unanimously.

Next meeting: Monday, May 8, 2023 at 4:00 PM

Adjourn:

Motion (4/10/23i) Moved by Donna Kor, seconded by Greg Grant to adjourn. Motion carried unanimously.

Respectfully Submitted,

Jon Hoyme
Shetek Area Water & Sewer Commission Secretary

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

Expenses:
June 12, 2023

Recurring Invoices

| Pay Date | Payee | For | Warrant # | Amount |
|-----------------|---------------------------------|--|------------------|---------------|
| 3/9/2023 | First National Bank | 3/2023 direct deposit fee | 75599 | \$15.00 |
| 4/3/2023 | Brown Excavating | 4/2023 operation & maintenance | 170778 | \$9,872.08 |
| 4/3/2023 | Gopher State One Call Inc | 3/31 Gopher State One Call | 170780 | \$6.75 |
| 4/3/2023 | Murray County Treasurer | 3/2023 postage expense | 170785 | \$449.76 |
| 4/3/2023 | Murray County Treasurer | 3/2023 billing costs | 170784 | \$728.64 |
| 4/13/2023 | AT&T Mobility II | 2/26/23 - 3/25/23 service | 170847 | \$33.92 |
| 4/13/2023 | State of Minnesota | 3/30/22-3/14/23 2021 Audit Services | 170859 | \$1,829.50 |
| 4/18/2023 | Counties Providing Technologies | 4/23 sewer billing | 170886 | \$159.00 |
| 4/18/2023 | Staples | 3/7 2 boxes envelopes | 170928 | \$33.18 |
| 4/20/2023 | Frontier Communications | 3/5 - 4/6/23 phone service | 170950 | \$293.63 |
| 4/20/2023 | Nobles Cooperative Electric | 3/2023 electrical service | 170953 | \$1,263.74 |
| 4/10/2022 | First National Bank | 5/2023 direct deposit fee | 75932 | \$15.00 |
| 5/1/2023 | Brown Excavating | 5/2023 operation & maintenance | 170981 | \$9,872.08 |
| 5/1/2023 | Murray County Treasurer | 4/2023 postage expense | 170985 | \$362.88 |
| 5/1/2023 | Murray County Treasurer | 4/2023 billing costs | 170985 | \$728.64 |
| 5/4/2023 | Gopher State One Call Inc | 4/30 Gopher State One Call | 171055 | \$8.10 |
| 5/11/2023 | AT&T Mobility II | 3/26/23 - 4/25/23 service | 171076 | \$33.81 |
| 5/16/2023 | Counties Providing Technologies | 5/23 sewer billing | 17100 | \$159.00 |
| 5/18/2023 | Nobles Cooperative Electric | 4/2023 electrical service | 171186 | \$1,395.37 |
| 5/18/2023 | Frontier Communications | 4/5 - 5/6/23 phone service | 17184 | \$275.07 |
| 5/25/2023 | MVTL Laboratories | 5/19 groundwater/tile line sampling; 5/19 inlet wastewater sampling | 171214 | \$275.75 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | Sum of Recurring Invoices | | \$27,810.90 |

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



Quote
 #QTE003697
 04/24/2023

Minnesota Pump Works
 1 Cannon St W
 Dundas, MN 55019

Bill To
 Shetek Area Water & Sewer District
 2500 28th St
 PO Box 57
 Slayton MN 56172-0057
 United States
 Phone:

Ship To
 Dave (507) 760-0071
 Shetek Area Water & Sewer
 District
 2401 20th St.
 Slayton MN 56172
 United States

Details

| | | |
|-------------------------------------|------------------------------|--|
| Prepared By Scott Swenson | Phone 877-645-8004 | Email info@minnesotapumpworks.com |
|-------------------------------------|------------------------------|--|

| | | |
|-----------------------------------|------------------------------|------------------------|
| Sales Rep Scott Swenson | Expires 05/04/2023 | Terms Net 30 |
|-----------------------------------|------------------------------|------------------------|

| Item | Comment | QTY | Rate | Amount |
|--|-----------------------------------|-----|----------|-------------|
| 13867 E/ONE 9626 REPLACEMENT LID, COVER KIT | | 300 | \$85.15 | \$25,545.00 |
| 23288 SHIPPING & HANDLING | TBD Direct Ship from EOne Factory | 1 | \$500.00 | \$500.00 |

Subtotal \$26,045.00

Total \$27,835.60

Pricing is valid for 10 days and does not include freight charges or applicable taxes.

Items quoted for repair and leftover 30 days, without a decision to repair, will be discarded.

Signature: _____ Date: _____

Thank you for your business.
 Toll Free: 877-645-8004 | Email: info@minnesotapumpworks.com | Website: <http://www.minnesotapumpworks.com>



QTE003697

Brown Excavating

David Brown

2401 20th Street

Slayton, MN 56172

Phone: 507-760-0071

Operation & Maintenance Proposal

Yearly Budget for July 2023 - June 2024

| <i>O & M Category</i> | <i>Annual Cost</i> |
|---|---------------------------|
| 1. Maintain Flow Meter and Recorder equipment. <ul style="list-style-type: none">Weekly inspection of metering equipment and maintain a weekly log of flow. Estimated time 2 hours per wk. \$60 per hr. | \$5,000 |
| 2. Maintain Main Lift Station and 3 Intermediate Lift Stations. <ul style="list-style-type: none">Weekly inspection of lift stations, and motor control panels. Clean as needed. Annual equipment inspection of lift station pumps and controls. Inspections of services to be provided by qualified personnel. Monthly pumping of grease build up in all lift station locations. Mowing, spraying, driveway and road maintained to include snow removal. | \$20,000 |
| 3. Maintain Lift Station Generators. <ul style="list-style-type: none">Inspection/Maintenance checks at each generator and transfer switch. Bi-weekly run test at each site. Inspection services to be provided by qualified personnel. | \$6,000 |
| 4. Maintain Air Release Valves. <ul style="list-style-type: none">air release valve stations/manholes. Each manhole will be pumped, operated, and inspected twice per year. Estimated time 50 hours per year. \$60 per hour | \$3,040 |
| 5. Maintain Flushing Connection and Isolation Valves. <ul style="list-style-type: none">85 structures, 3 year rotation, approximately 29 per year and 16 single isolation valves. Annual water flushing at all end points of system to prevent blockage and maintain normal flow. Estimated time 100 hours per year. \$60 per hr. | \$6,000 |

| | |
|--|-----------|
| 6. Emergency Call Outs. | \$20,000 |
| • Estimated 350 hr/yr. \$60 per hr. | |
| 7. Pipeline and Grinder Repair. | \$6,000 |
| • Repair of underground pipes and grinder station basin. Estimated time 100 hr. per year. \$60 per hr. | |
| 8. Maintain Treatment Ponds (sampling and discharging) | \$18,000 |
| • Weekly check control structures for grease and debris. Provide dike and grounds maintenance to include mowing and weed control. Maintenance of roads to include snow removal. Estimated time 4 hr. per week. \$60 per hr. | |
| 9. Gopher One-Call Request | \$20,000 |
| • Locate all sewer lines and all electric cords. Estimated time 10 hr. per week. \$60 per hr. | |
| 10. Bookkeeping, Recording of Data and Filing | \$5,000 |
| • Daily bookkeeping, recording of data and filing. Estimated time 2 hr./wk. \$60 per hr. | |
| 11. Tools & Equipment, Certification & licensing and liability | \$20,000 |
| • 24 hour a day on call service. All things that are very important to the operation and longevity of our system. | |
| 12. New Connections, Start-ups and System Layout | \$5,000 |
| <hr/> | |
| Annual Cost | \$134,040 |

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(507) 760-0071

Website:
Murraycountymn.com/saws

July 10, 2023

«Name»
«Mailing_Address»
«City», «State» «Zip»

Dear «Name»,

Your account at «Property_Address» (Parcel # «Parcel_») with the Shetek Area Water & Sewer District (SAWS) is delinquent. The total amount owed as of the date of this letter is \$«Outstanding_Balance». This figure includes late penalties.

Pursuant to Minnesota Statute 116A.22 if you do not choose one of the following two options by **September 22, 2023**, the entire delinquent amount will be added to your real estate taxes which are due and payable in the year 2024.

Option One:

Your first option is to pay the entire amount this letter states you owe plus any additional charges and late fees which accrue after the date of this letter. If you choose this option, please call the Murray County Auditor's office at 836-1154 to obtain the current payoff amount.

Option Two:

Your second option is to contact the Shetek Area Water & Sewer Board and request a hearing to appeal the amount owed. To request a hearing with the Board, you **MUST** submit a written statement addressing the amount you are appealing and the reason you feel that it is not due. All appeals must be submitted to the address listed below by **September 22, 2023**.

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

Please note that under Minnesota law, the owner is ultimately responsible for charges even if the charges were accrued while the premises were being rented to a third party.

In conclusion if you do not choose one of the two options described above by **September 22, 2023**, the entire delinquent amount will be added to your real estate taxes due and payable in the year 2024.

Sincerely yours,

Jamie Thomazin
SAWSC Chairman