**Moose Lake-Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**January 20, 2016**

**@MLWSSD Office**

1. The regular meeting of the MLWSSD was called to order on January 20, 2016 at 5:48 p.m. by Chairman Kuster immediately following the closing of the Organizational Meeting. Those in attendance included: Cliff Koski, Henry Gretsfeld, Eric Nielsen and Byron Kuster. Treasurer Strandlie was absent from the meeting. Also in attendance was Executive Director Darla Hall and Superintendent Keith Newman.

2. Approval of the Agenda: Director Hall asked to include item b. Billing Program and item c. Lake and Landowners Board of Directors Meeting to the agenda under her report. Motion was then made by Koski second by Nielsen to approve the agenda as amended. Motion carried 4/0.

3. Guests: None Scheduled

4. Approval of Minutes: District reviewed the meeting minutes of the December 22, 2015 regular meeting. A few minor typing errors were corrected. Motion was then made by Koski second by Gretsfeld to approve the Regular Meeting Minutes of the December 22, 2015 meeting as corrected. Motion carried 4/0.

5. Executive Directors Report:

a. Update on Meeting with City/Rates/Contract: Director Hall explained she had received an email from Kelly Yahnke regarding some of the negotiation items/contract items that he and the City engineer had discussed. Kelly asked that they be reviewed by the board for further discussion and comment. Those items are as follows:

* City is going to do sump pump inspections in the spring for the Kenwood North area. *The District liked this idea and would like to be included on the inspections at that time for our customers in that area as well.*
* Engineers would like to see allowed flow determined by total gallons sent to the city over a 210 day period which would be 67,000 gpd x 210 days for a total of 14.07 million gallons. Anything over the 14.07 million will result in a charge of twice base rate. Hall noted that Kelly thought the typical 210 day period would be estimated around November to May. *District would like to see a definite period of time stated and check flows for that period to ensure we aren’t going to run over. Example given if it included both the spring melt and summer usage the flows could be high.*
* District needs to decide if they want to pursue the additional 10,000 gpd flow now or negotiate for it later. If the District were to get the additional flows added now it would result in a higher percentage rate on the jointly used debt and the future debt (phosphorus/main lift upgrades which is currently 13.54 % and would go to 15.56%). *District would like Hall to get a definite date for the 210 day period and look at the numbers over the last several years for that period to ensure we aren’t going to go over. If District will not be going over then they would like to wait for the additional 10,000 gpd.*
* Maximum Daily Flow will be based on the average flow for January times the peaking factor of 7.2. There will be no penalty for this but if the District goes over they will need to notify the City if exceeding and why or if it is a continuous problem what the District is going to do about it.
* The SCADA system the City is going to install is going to cost them between $18,000 and $20,000. City would like to take over our manhole (which the current depreciated value is $25,000) as well as take over the billing of the District. If the District gives the manhole over to the City at no charge, the City would possibly install SCADA at no charge to the District and share the data with us. Presently it is set up for the District to pay for half of the SCADA system. *District questioned what value the SCADA system would have to the District. Hall mentioned that it would manipulate the data in a more user friendly way for better monitoring of the flows. District Board felt that they couldn’t just hand it over to the City at no charge as they need to answer to their constituents. District would like to see the City install SCADA at no charge to the District as well as exchange something else such as changing the method in how the City customer’s flows are calculated on the District’s usage billing. Currently they are calculated based on water meter readings provided by the City which assumes no I&I. In the old contract they were calculated based on the MPCA’s wastewater numbers of so many gallons per day per household.*

Director Hall to talk with the engineer and get answers to some of the questions before proceeding further with contract changes. Once the majority of these issues are resolved another meeting with the City will be set up to go over some of the final items of the contract.

b. Billing Program: Director Hall informed the board that the billing program with Banyon Data Systems hasn’t been updated since 2005. The version the District is running is 6.6 and Banyon will no longer be supporting that program. Hall indicated that she has included a service agreement for $795 with Banyon Data Systems on today’s claims. This agreement is for service/maintenance for 2016 which includes the update of the program to the current 10.1 version.

c. Lake and Land Owners Board of Directors Meeting May 2016: Director Hall informed the board that Pauline Dee had been into the office to discuss the upcoming board meeting of the Lake and Landowners. Hall noted that last fall the District had discussed sending out a survey and perhaps getting the mailing list from Lake and Landowners however, they do not have one available which would include all residents on the lakes. Pauline had suggested perhaps a representative from the District could attend the Board of Directors Meeting on May 7th at 9:00 a.m. in the Moose Lake council chambers to discuss what the District is proposing to do since sewering of the lakes has been looked at in the past and to determine if there really is interest enough to send out a survey etc. Chairman Kuster noted that the meeting was scheduled the day of the Moose Run and that he may not be able to attend. Vice Chairman Koski may be able to attend. Board discussed items that have been looked at in the past. The Board felt that at this time they would not be interested in cluster systems for any of the areas around the lakes as they are tough to manage so the option to look into would be sewering. It was also noted that the District is not interested in forcing sewer in that area but more so if there is demand from the people and the people are willing to pay for it. Hall to work with Yahnke on pulling some information together to present at that meeting as well as a draft of the survey to show the Land Owner’s Association. It was noted that the District may look into contributing to some of the trunk costs to extend the system and help lower the cost if there is enough demand from the people in favor of sewering.

It was noted that Director Hall needs to prepare an overview of the District for 2015 for the annual township meetings which will be held in March.

6. Superintendent Report: See written report as prepared by Superintendent Newman. Superintendent Newman received a call from Sand Lake Resort indicating they would like to install three to four RV connections along the northwest side of the property. Keith has concerns in the connection to their manhole as the lateral pipe would need to cross our easement in order to connect to their manhole.

Other option may be connecting to the main as it is approximately 20 feet in that area.

Keith received a call from Bill Hayden to discuss a sewer connection for parcel 63-022-3262 owned by Greg Gamst located near Gampers. This is the property located next to the Urbaniak property. Keith informed him that the District does not have a west easement from the Urbaniak’s at this time. District Board indicated that Gamst or new property owner will need to work out easement issue with the Urbaniak’s to connect as it’s within 400 feet of the line.

Keith received a call with an inquiry of sewer service to another lot located near the golf course. There is a district main that is right along the lot line so service is available however it might require a survey to ensure it is on the lot line or owner may need an easement from the neighbor.

a. Televising/Jetting/Repair Work – Visu Sewer Report: Superintendent Newman talked with Visu Sewer and they will be reviewing the report and forwarding recommendations. Keith noted he thought the system was in pretty good condition for its age, however, Section BII to BI has more problems in 385 feet than all the rest that was televised this time. District will look into further when the recommendations from Visu Sewer are presented. Board Member Nielsen left the meeting.

7. Treasurers Report: In the absence of the treasurer Executive Director Hall reviewed the profit and loss statement and balance sheet with the District. Hall noted that Strandlie had reviewed the bank statements and bank reconciliation and found the books to be in order. Balance in checking on December 31, 2015 was $1,576.78. Claims were submitted today in the amount of $20,719.95 and include three EFT payments for payroll tax as well as check numbers 11084 thru 11105. Motion was made by Koski second by Gretsfeld to approve payment of check number 11084 thru 11105 as well as three EFT payments for a total amount of $20,719.95. Motion carried 3/0.

8. Old Business:

a. Flow Numbers: Director Hall reported the average daily flow for the period of October 1st, 2015 thru December 31, 2015 was 45,388 gpd which includes Kenwood North. The average daily flow for the period of January 1, thru January 13, 3016 was 37,793 gpd without Kenwood North flow.

9. New Business – None to discuss.

10. Adjourn: There being no further business to discuss a motion was made by Koski second by Gretsfeld to adjourn the meeting, the motion carried 3/0 and the meeting adjourned at 7:48 p.m.

Minutes by Darla Hall, Executive Director