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

**Approved Regular Meeting Minutes**

**February 22, 2016**

**@MLWSSD Office**

1. The regular meeting of the MLWSSD was called to order on February 22, 2016 at 5:35 p.m. by Chairman Kuster. Those in attendance included: Cliff Koski, Henry Gretsfeld, Eric Nielsen, Byron Kuster and Treasurer Strandlie. Also in attendance was Executive Director Darla Hall.

2. Approval of the Agenda: There being no changes to the agenda, a motion was made by Strandlie second by Koski to approve the agenda as written. Motion carried 5/0.

3. Guests: Deborah Medlin, Wipfli: Deborah Medlin presented the Annual Financial Statements for the years ended December 2015 and 2014. Medlin noted that a new line item was added to both the 2014 and 2015 audit due to the implementation of the Government Accounting Standards Board Statements No. 68 and 71. Accounting principles now require that the financial statements include reporting of the net pension liability. GASB considers it to be an essential part of financial reporting for placing the basic financial statement in an appropriate operational, economic or historical context.

Financial Statements reveled a net profit for 2015 of $55,323. Kuster questioned the levy amount which makes up approximately 25% of the revenues. Medlin commented that the District is building a pool of money for future expenses and is made up either by increasing levy or user fees which are set enough to cover operating costs. Nielsen questioned if there should be a concern about it growing too fast. Medlin commented the District is providing a service and not receiving money based on annual assessments she also noted justification comes with the five year plan on major improvements or upgrades.

4. Approval of Minutes: It was noted that the organizational meeting time should read 5:30 p.m. rather than 6:00 p.m. Regular Meeting Minutes of January 20th discussion about the 210 day period and the wording of excess flow was corrected to read “Engineers would like to see the 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. After minor corrections a motion was made by Gretsfeld second by Koski to approve the January 20th, 2016 Regular and Organizational Meeting Minutes as corrected. Motion carried 5/0.

5. Executive Directors Report:

 a. Update on Meeting with City/Rates/Contract: This item was tabled until the March meeting to be discussed with District Engineer Kelly Yahnke.

 b. March Annual Township Meetings: It was noted that Moose Lake Township Annual Meeting will be held at 7:00 p.m. and Windemere Township at 8:00 p.m. on Tuesday, March 8th. Kuster to attend Moose Lake and Gretsfeld to attend Windemere. Hall to prepare a summary of 2015 for them to present.

 c. Insurance Renewal Forms: Director Hall presented the Board with the Liability Coverage Waiver Form. Motion was made by Koski second by Nielsen to indicate that the MLWSSD does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04. Motion carried 5/0. Hall to finish up insurance documents and get them submitted for renewal.

6. Superintendent Report: See written report as prepared by Superintendent Newman. Superintendent Newman was unable to attend the meeting this evening and the District reviewed his written report. Hall noted that Keith mentioned he has submitted additional information off to Visu-Sewer to obtain a quote for additional footage of the pipe to be televised and jetted in the spring.

With respect to the televising done in the fall of 2015, Todd Stelmacher of Visu-Sewer sent an email indicating the pipe is in good shape. A few sags were noted but nothing serious. He indicated a few cracks but nothing with apparent deflection or leakage. Visu-Sewer’s recommendation was that the District consider sealing the pipes with apparent root intrusion and infiltration with chemical grout and that a root inhibitor additive be used to discourage additional root growth. Todd noted that once root intrusion begins, it only gets worse if not addressed. District will look into conducting this work after the next section of lines has been televised and any problems identified so that they can all be addressed at the same time.

7. Treasurers Report: Treasurer Strandlie reviewed the balance sheet and profit and loss statement with the Board for the month of January. She noted the balance in checking on January 31, 2016 was $28,257.27 and that she had reviewed the bank statements and reconciliation and all book were found to be in order. Today claims submitted include check numbers 11106 thru 11121 as well as 2 EFT payments for payroll tax for a total amount of $10,432.19. Strandlie also noted that the CD coming due at Credit Union would be looked into to determine best options on interest rates. Motion was then made by Gretsfeld second by Nielsen to approve the Treasurers Report as presented as well as issuing payment of check numbers 11106 thru 11121 and the two EFT payments for a total amount of $10,432.19. Motion carried 5/0.

8. Old Business:

 a. Flow Numbers: Hall noted there has been an issue with obtaining the readings from the flow meter therefore she has no numbers to report this month. Hall and Newman to look into the situation.

9. New Business – None to discuss.

10. Adjourn: Motion was made by Gretsfeld second by Koski to adjourn the meeting. Motion carried and the meeting adjourned at 6:55 p.m.

Minutes by Darla Hall, Executive Director