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

**Approved Regular Meeting Minutes**

**March 21, 2016**

**@MLWSSD Office**

1. The rescheduled regular meeting of the MLWSSD was called to order on March 21, 2016 at 5:30 p.m. by Chairman Kuster. 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.

2. Approval of the Agenda: It was noted that the meeting date of the Agenda should be changed to March 21, 2016. Motion was then made by Gretsfeld second by Koski to approve the agenda as corrected. Motion carried 4/0.

3. Guests: Kelly Yahnke, Bolton & Menk

 a. Bid Documents for Station 1 and D: Yahnke discussed the preparation of the bid documents for Station 1 and D. Originally his thoughts were to just replace the pumps at those stations, but in looking at the overall age of the system he suggested the board may want to look at replacing the concrete structures as well since they are approximately 40 years old. The plan would be to do Coffee Lake Station 1 first and then do Station D after Labor Day. Kelly estimated the original quote of the project would increase by approximately $50k to $60k per lift station. Hall noted that Kelly discussed with Keith prior to the meeting and Keith agreed with Kelly’s suggestions as well. Board agreed to have Yahnke move forward with preparing the bid documents for the rehab of Station 1 and D to include the concrete structure as well as the pump replacement. Kelly noted that the District would need to have Straight-line Surveying out to survey the two stations. Hall to let Newman know. Kelly will be back with the bid documents for review at the April meeting.

 b. City Rates/Contract Language Changes: District discussed the 210 day wastewater storage in the ponds. Yahnke indicated he did not think the District would ever go the 14.07 million gallons and estimated the discharging to be done typically in May and again in October. District’s concerns are having the spring melt and summer holidays all in the same time frame. After much discussion it was decided to have Director Hall provide the monthly total flows for the period of 2013 thru 2015 for review.

Board discussed the monitoring manhole and its position on having the City of Moose Lake pay for it as they did not feel comfortable just giving to the City. Kelly noted that the City is going to install the SCADA system. The system will develop daily maximum and minimums and monthly information. The City would be able to send the District a copy of the spreadsheet monthly so they can view heavy rainfalls etc. and how they affect the totals. It would allow for quicker information. Kelly indicated that if the District decides to keep the monitoring manhole, the City is going to want to see information broken down by the District and will require development of spreadsheets, inputting data etc. to coincide with what the agreement is asking for to verify the flows. Kuster questioned why they need the data in a different format. It was noted the City wants to get control to get a better handle on the I&I and get issues fixed. Kelly noted it will help us understand I&I and provide real time data in a graph form. Kuster noted our method of dealing with I&I is having the system televised and flushing of lines. Kelly noted the City is going to pay for the SCADA coming in as part of the project which is $15,000. By the District selling the flow meter and monitoring manhole to the City it will eliminate the maintenance and up keep of the flume and we will no longer be required to read it.

After much discussion it was decided to have Kelly work with the City on perhaps establishing a credit system to pay for the depreciated value of the flow meter over an amortized period of time, such as a $5,000 credit on our bill each year to pay for it. This would be justifiable for the District to be able to explain to their constituents that the manhole and flow meter were not just “given” to the City.

Kelly discussed the Kenwood flows and the issue of I&I. His suggestion is to divide the flows by the number of homes and apply that to the billing. At present the City’s homes are deducted by water meter readings which does not account of any I&I. Kelly also noted that the sump pump inspections for the District will be done at the same time as the City of Moose Lake. If nothing is found in the sump pump inspections, the next step would be smoke testing. With respect to the Woodland area, Kelly suggested going back to the MPCA numbers for usage versus using water meter readings as the current method does not account for any I&I.

Kelly will be working with the City engineer on the language changes and will then set up another meeting between the District Committee and the City to finalize the drafting of the agreement.

Kelly provided the figures from Appendix G regarding the Moose Lake WWTF Upgrades and the allocations of Debt Service Costs. The City has received grant funds for the project in the amount of $446,914 which lowers the District share to a yearly payment of $17,750.15 which is approximately $3,500 less than originally expected. Hall noted that the City is also paying for the SCADA unit rather than splitting that cost with the District which has lowered the original amount as well.

4. Approval of Minutes: District reviewed the regular meeting minutes of February 22, 2016 and there being no changes or additions, a motion was made by Nielsen second by Gretsfeld to approve them as written. Motion carried 4/0.

5. Executive Directors Report: Director Hall discussed the survey for the Island Lake area as well as the meeting with the Lake and Land Owners on May 7th at 9:00 a.m. at the Moose Lake City Hall council chambers. Hall indicated that she will be unable to attend as she is working an auction that day in Pine City. Koski thought he may be able to attend. It was decided to draft a letter to the Lake and Land Owners between now and then to discuss the survey, what the District is looking to learn from the survey, and what roll the Lake and Landowners may have in the process. Survey will be to gauge the interest, and to attempt to gather information by region of possible failing systems or holding tanks. At this point the District has no extra capacity to work with but want to gather information on water quality issues, how many holding tanks, etc. The Lake and Land Owners will be needed to encourage people to mail in the surveys. Hall to work on survey and letter. Koski to present the letter to the Lake and Land Owners if he is available May 7th.

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. Newman was contacted by a few people regarding sewer availability so there will be a few connections this spring. Keith and Darla have been in contact with DATAQ regarding the data logger at the flow station. It is recording but not compressing the data. Superintendent Newman will be sending in the data logger to have it reformatted to work with the new cards. Board indicated that if the data logger needs to be replaced or repaired to get a quote first since the District may no longer be recording the data and the City is installing SCADA.

a. Quote from – Visu Sewer: Visu Sewer provided a quote of between $14k and $20K to do the wet weather televising of legs A, B, and C and Kenwood. Cost fluctuates depending on how much the vac truck is needed. District Board agreed to move forward with having Visu-Sewer complete this work.

Keith’s report also discussed having Visu-Sewer clean the pressure main at Station1 and D. This is done by inserting a plug also known as a pig into the pressure main then applying air or water pressure behind it to force the pig through the pipe to clean the inside. Board questioned if this is duplicating something that would be done in the Station 1 and D upgrade, how often it needs to be done, if it is even necessary and how much they would charge. Hall to let Keith know of the boards questions.

7. Treasurers Report: In the absence of Treasurer Strandlie, Director Hall provided the board with the profit and loss and balance sheet for the month of February. Hall noted that she had been in contact with Strandlie and discussed the reports prior to the meeting this evening. The yearend journal entries have been complete and it was noted that the balance sheet now contains long term liabilities for pensions as required by GASB. The balance in checking on February 29, 2016 was $50,811.00. Claims were presented which include two EFT payments for payroll taxes as well as check numbers 11122 thru 11141 for a total amount of $13,779.59. Motion was made by Gretsfeld second by Koski to approve the treasurer’s report as presented as well as the issuing of the two EFT payments and check numbers 11122 thru 11141 for a total amount of $13779.59. Motion carried 4/0.

 a. Discussion on CD’s at Bank: Director Hall noted that Treasurer Strandlie has been working with the bank on rates and long term investment options for the certificates of deposit and the money market funds. Currently the money market is at .30%, 6 month CD’s at .35% and 12 month CD’s at .60%. Hall noted they would like to combine some of them and invest in longer terms at staggered maturities. Currently they have a 36 month CD at 1.05%. The plan would be to ladder the maturities so the District can invest longer for better rates but have regular maturities for cash flow. Board agreed with this strategy but wanted to make sure funds were available for the Station 1 and D upgrades of $335,000 as well as the jetting of approximately $20,000. Treasurer Strandlie and Hall will continue to work on as the CD’s mature.

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 continue to look into the situation.

9. New Business – None to discuss.

10. Adjourn: Motion was made by Koski second by Gretsfeld to adjourn the meeting, the motion carried 4/0 and the meeting adjourned at 7:15 p.m.

Minutes by Darla Hall, Executive Director