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

**Approved Regular Meeting Minutes**

**April 26, 2016**

**@MLWSSD Office**

1. The rescheduled regular meeting of the MLWSSD was called to order on April 26, 2016 at 5:30 p.m. by Chairman Kuster. Those in attendance included: Cliff Koski, Henry Gretsfeld, Eric Nielsen, Byron Kuster and Joan Strandlie. Also in attendance were Executive Director Darla Hall, Superintendent Keith Newman and Kelly Yahnke, Bolton & Menk.

2. Approval of the Agenda: Director Hall asked that item C. newsletter, be added to her report. Motion was then made by Gretsfeld second by Strandlie to approve the agenda as amended. Motion carried 5/0.

3. Guests: Kelly Yahnke, Bolton & Menk

 a. Bid Documents for Station 1 and D: Kelly noted the plans and specs have been prepared but he is waiting on the site topo drawings as its going to be a tight fit. Project will get done this fall as Kelly is hoping to get advertising out in next few weeks and hopefully have bids for approval by the June board meeting. Due to the deep structures etc. Kelly is estimated the project to be around $5 to $600,000. It was noted that if a special meeting is necessary to approve the bids sooner to contact Director Hall to schedule.

 b. City Rates/Contract Language Changes: Based on the last meeting and some of the items discussed, a draft letter addressing the City with some of the recommended changes to be made in the current proposed contract with the City of Moose Lake was presented and discussed with the Board. The letter revises the definition of excess flow to allow for 212.92 days (or 7 month period) for calculating excess flows as well as addressing issues such as penalty calculations for overage, debt service schedules, and calculation of flows from Kenwood North and Woodland area. It was decided to ask the City for a sum of $25,000 for the monitoring manhole which could be paid over a 5 year period by giving the District a credit of $5,000 per year for five years. Hall and Yahnke to finalize corrections in the letter and send off to the City of Moose Lake for their response. District Board questioned the status of the contracts with the other contributors sending effluent to the City of Moose.

4. Approval of Minutes: The District minutes were reviewed and a motion was made by Gretsfeld second by Koski to approve the March 16, 2016 Regular Meeting Minutes of the MLWSSD as written. Motion carried 5/0.

5. Executive Directors Report:

 a. Lake/Landowners Meeting May 7th Survey/Letter: Hall provided the District with a draft summary explaining the survey as well as the survey itself and asked for feedback from the board. It was decided to keep the survey as simple as possible and eliminate all the question pertaining to wells.

Questions will focus on which side of lake the people live on (N, S, E, W); if they would be interesting in connecting to sewer knowing cost could be around $20,000 and at least $60 a month for user fees; what type of system they currently have; and approximate age of current system.

It was questioned if the north side of Sturgeon Lake should be included in survey. Hall to work with Kelly on getting a map of the Island Lake area. Surveys will be sent out along with stamped self-addressed envelopes.

 b. Sewer Inspection Letters: Director Hall noted that sewer inspection letters had been sent out to those homeowners in the Kenwood North area. Bolton & Menk provided an estimate for conducting the inspections of an hourly rate with a not to exceed rate of $6,500 which would include 4 trips to do the inspections and a summary report of the findings. Newman offered to do the homes since there are only about 20. Chairman Kuster noted to Keith that the District would be willing to pay him for his time for conducting the inspections.

 c. Newsletter: Director Hall noted that she had not gotten the spring newsletter ready for the printers as she has been busy with other issues at the office. Board discussed whether the newsletter was necessary and after discussion a motion was made by Strandlie second by Gretsfeld to have the Director send one newsletter a year. Motion carried 5/0.

6. Superintendent Report: See written report as prepared by Superintendent Newman. Board discussed the cleaning of the force mains during upgrades to Station 1 and D and looking into cost of a launching port for a cleaning “pig” to be installed when upgrading the stations. Keith to check into with Kelly on pricing out how much cost would be if added to project.

There were issues with Station “G” as the pump would not pump down the station. Keith called in Quality Flow and they removed the pump and took back for repair. Quality Flow called a few days later and indicated the pump was working fine, but was operating at the top of the performance curve and suggested the District may want to upgrade to a larger size pump such as a 5hp. Keith obtained approval for moving forward from Chairman and ordered the new pumps for that station. The old pumps can be stored and used at the other stations in the event of an emergency. Estimated cost of replacing the two pumps is $9,000 to $10,000.

Keith noted he has been working with Todd from Visu-Sewer on locking in a date to start televising. Areas to be done are pretty much the entire northern side of the lake which includes piping to stations A, B and C. Keith noted he did look into some of the manholes on the system to see if there were any areas that stood out. The only one that really stands out is Kenwood. The flow from the city side is equal to the entire rest of the homes. Keith notified the City crew about it and encouraged them to look in the manhole as well. Keith noted the rest of the system seemed to follow a typical spring melt. Flows increased, peaked and fell systematically across all stations. Keith noted that the manhole adjacent to station C was raised four feet and sealed last fall, which appears to have made a big difference in looking at the spring flows.

Keith reported that the flow station data logger had been sent into Data Q, the manufacturer, as well as In-Control, the software programmers, and was recently returned. Hall reported that the information is now readable but the flows still seem to not be recording correctly. Keith and Darla will look into the matter further. In the meantime the District has been using the manual readings from the flow station for calculating payment to the City of Moose Lake.

7. Treasurers Report: Treasurer Strandlie reviewed the profit and loss and balance sheets with the District for the month ended March 31, 2016. She noted the ending balance in checking on March 31 was $38,406.30 and that she had reviewed the bank statements and reconciliations and found all the books to be in order. It was noted that nothing has been done with staggering the CD’s to date as the Lake States CD will not be coming due until May. That CD will be cashed in and moved over to the money market account at First National for the time being. Claims were submitted for payment today which included 3 EFT payments for payroll taxes as well as check numbers 11142 thru 11157 for a total amount of $17,724.55. Motion was then made by Gretsfeld second by Koski to approve the treasurer’s report for March 31, 2016 as well as the 3 EFT payments and check numbers 11142 thru 11157 for a total amount of $17,724.55. Motion carried 5/0.

8. Old Business:

 a. Flow Numbers: Hall noted that the data logger has come back and the flows still appear to be incorrect in the report. Keith and Darla to look into further after more data is captured.

9. New Business – Gretsfeld discussed some of the changes being made to the plumbing code in dealing with the diameter of the lateral service line and his concerns with that matter. He suggested perhaps the District may want to look into changing our sewer ordinance to require a larger diameter lateral line then what the state is changing it to.

10. Adjourn: There being no further business to discuss a motion was made by Gretsfeld second by Koski to adjourn the meeting. The motion carried and the meeting adjourned at 7:30 p.m.

Minutes by Darla Hall, Executive Director