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

**Approved Regular Meeting Minutes**

**June 15, 2016**

**@MLWSSD Office**

1. The regular meeting of the MLWSSD was called to order on June 15, 2016 at 4:05 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 and Superintendent Keith Newman.

2. Approval of the Agenda: Motion was made by Gretsfeld second by Koski to approve the agenda as written. Motion carried 5/0.

3. Guests: None scheduled.

4. Approval of Minutes: Hall to include his last name of Phil Entner in minutes. Motion was then made by Gretsfeld second by Koski to approve the May 18, 2016 Regular Meeting Minutes of the Moose Lake Windemere Sanitary Sewer District as corrected. Motion carried 5/0.

5. Executive Directors Report: Director Hall reported that there have been several properties changing hands over the past month and it has been busy with property search information with the title companies but there haven’t been any problems associated with that.

 a. Survey/Island Lake: Director Hall reported that the surveys were mailed out last week on June 9th and the District has already started to receive responses. She noted 286 were mailed out and several people have called with questions about the process. Hall noted this is very preliminary information and if enough interested is generated a second survey may be sent. Hall has been inputting the information into a spreadsheet and will hopefully have all of the results in by the July meeting.

6. Superintendent Report: See written report as prepared by Superintendent Newman. Resident from 94227 West Frontage Road called the office with questions about the televising. Their system is connected to an eight inch line that does not have a manhole. Newman stopped by and left his card for her to call him as no one was home.

 Station “1” pump number one had debris in it most likely from the cleaning. Keith was able to clean the pump. Keith noticed the seal filter housing had failed so one is ordered from Quality Flow. In addition odd activity was noted with the D152 controller unit and Keith has talked with Quality Flow regarding this. Keith has been monitoring the station twice a day and has had to clear debris a few more times. If this continues Quality Flow will need to come and remove/ replace the housing. Hall noted that she had spoken with the engineer, Kelly Yahnke and he is waiting on a little more information from the surveyors before the project will be put out for bids as this is one of the stations to be done this year.

 a. Cleaning/Televising Project: Visu-Sewer has completed the work of cleaning and televising. The report just came in the mail yesterday so it has not been reviewed yet.

 b. Sewer Inspections: Newman has conducted the inspections and provided a report to the District. One customer denied access and indicated they had not received a letter. Director Hall sent out a second letter certified indicating they need to contact Superintendent Newman. Two other residents are yet to be inspected but so far the report indicates that it is most likely not sump pumps and water is entering some other way.

 c. Smoke Testing Quotes: Superintendent Newman is waiting on a quote from Visu Sewer.

7. Treasurers Report: Treasurer Strandlie reviewed the balance sheet and profit and loss statement for the month of May 2016. Balance in checking on May 31, 2016 was $3634.05. Strandlie had reviewed the bank statements and reconciliation reports and found the book to be in order. Claims were submitted today in the amount of $31,667.24 which include two EFT payments for payroll taxes. Motion was made by Koski second by Gretsfeld to approve the treasurer’s report as presented and payment of the bills which include check numbers 11176 thru 11192 and two EFT payments for a total amount of $31,667.24. Motion carried 5/0.

 Strandlie discussed the investments and current rates available at First National Bank of Moose Lake and provided two different options for investing at longer terms. Option #1 would be investing the funds at shorter terms from one year to 36 months and leave a balance of $431,461.41 in the money market account and checking account for current expenses. Option #2 would be investing in longer terms from one year to 60 months and leave a balance of $431,461.41 in the money market account and checking account for expenses. Strandlie noted that the District also has a Line of Credit of $50,000 with the bank in the event available cash becomes an issue. Director Hall noted that quarterly billing will be sent out the end of the month for a total of about $88,000 and that the Carlton and Pine County checks for first half of taxes/assessments would be coming in July as well. It was noted that in the event a CD needed to be cashed in the penalty is approximately one year of interest which might be able to be negotiated with the bank. After much discussion a motion was made by Nielsen second by Gretsfeld to go with Option #2 which would allow for investing the CD’s for the period of 12 months to 60 months with staggered terms over the period of 2017 thru 2021. Motion carried 5/0. CD’s will be maturing as follows, $155,000 February 2017, $192,000 July 2018, $200,000 July 2019 and $200,000 July 2021. Director Hall and Strandlie will work with bank on getting the CD’s set up in this manner.

8. Old Business:

 a. Flow Numbers: Director Hall reported that the average flows for the period of May 1, 2016 thru June 7, 2016 were 74,700 gallons per day. This does not include Kenwood North. Keith noted that he believes the flow numbers may still be off as they seem much too high. Hall and Newman to look into it further.

9. New Business: Gretsfeld discussed the plumbing code changes that occurred in January 2016 which allows for 3 inch lateral lines to be installed as a minimum requirement. Previous code was 4 inch. Gretsfeld suggested that our ordinance language be changed to be more restrictive than the state plumbing code and require 4” at a minimum. Hall will look further into the requirements as specified by the District and get with attorney to draft up language changes for review by the board at the next meeting.

10. Adjourn: There being no further business to discuss a motion was made by Strandlie second by Koski to adjourn the meeting. The motion carried and the meeting adjourned at 5:08 p.m.

Minutes by Darla Hall, Executive Director