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

**Approved Regular Meeting Minutes**

**July 20, 2016**

**@MLWSSD Office**

1. The regular meeting of the MLWSSD was called to order on July 20, 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: Nielsen noted that under the investment discussion the $50,000 available cash is a line of credit and not a letter of credit. There being no other changes to the minutes a motion was made by Gretsfeld second by Koski to approve the Regular Meeting Minutes for June 15, 2016 as amended. Motion carried 5/0.

5. Executive Directors Report:

a. Survey Results- Island/Sturgeon Lake Area: The brief survey was mailed out to residents on Island Lake and those on the north end of Sturgeon Lake to gauge the interest in sewer services and determine holding versus septic tank. The District received a 66% response rate to the survey. Chairman Kuster prepared charts from the results of the survey noting the results were really inconclusive but showed that those who were interested in municipal sewer generally seemed to have more holding tanks and older septic systems than those that said no. Results of the survey were as follows:

Island Lake Sturgeon Lake

137 response out of 203 67% 54 responses out 0f 87 62%

Yes 39 Yes 17

No 80 No 29

Undecided 18 Undecided 8

A map of the survey is available in the office and depicts different colored areas where the survey was mailed. The charts which are also available in the office indicate the results by color coded area. The purpose of this was to determine if perhaps one area of the lake may be more interested in sewer than another and to see if perhaps sewer could be brought to sections of the lake versus the entire lake. District discussed if another survey should be mailed to another section on Sturgeon Lake to include the commercial property by the freeway ramp. Additional discussion took place concerning funding sources it was noted that the Big Lake project had requested additional state bonding of $1.5million in the 2016 state bonding bill but the MN Legislature had adjourned with no action on that bill. Strandlie commented that the price for sewering the lakes is only going to keep going up. After much discussion it was decided to have Chairman Kuster contact State Representative Mike Sundin to get his thoughts on other funding sources and see what else may be available for grant money other than the State. Director Hall to contact engineer Kelly Yahnke to discuss the same and bring information back to the next meeting.

Superintendent Newman had to leave the meeting early so his report was presented.

6. Superintendent Report: See written report as prepared by Superintendent Newman. The middle of June storms came thru the area which caused station 1 to go into high water alarm. The pumps were locked but Newman was able to get them pumping again. Quality Flow was out to check the station and remove any debris that may have been present. District received a call from one resident regarding sewer back up at her home. This has happened before as her basement is flat with the sewer main. She had a check valve in her floor drain but it was suggested she contact a plumber and have them install a backwater valve instead due to the elevations. No other calls were received for that area.

Another storm came thru around July 11th with heavy rainfall. Trouble with Station 1 and power outages and an issue with the generator running steady. Newman had Region Electric replace main breaker at power pole as it had popped out a few times during the night. Found one phase had low voltage so Minnesota Power was out to attach a voltage monitor for a period of time to see if transformer needs to be replaced.

Received a call from Dave Koles with questions about the system and red lights during the flood. He had water come in around the base of his toilet. Keith informed him that the lights were on but the water did not reach the level in the collection wells like in the 2012 flood and the District had no notifications of backups during that. Newman suggested the water came up between the pipe and foundation since Koles has other floor drains and no water came up in any of those.

Hall to send letter to Bob Koski concerning a clean out pipe in the yard which currently has a balloon type system in it. This must be removed and a screw on cap installed as this clean out pipe was underwater during the heavy rainfall and is subject to flooding.

Superintendent Newman has received no response from Mrs. Westmoreland (Kenwood North area) regarding the letter sent about sump pump inspections. This is the second notification. Director Hall to send another letter siting ordinance language for not complying with inspections. Hall to give Westmorland two weeks from date of the letter to comply with the inspection.

a. Cleaning/Televising Project: Todd Stelmacher of Visu-Sewer will be reviewing the report and forwarding any recommendations for repairs based on the results of the televising. This would include I-1 to I-9 along the creek, Kenwood, and stations A, B, and C.

b. Smoke Testing Quotes: Smoke testing quote was received from Visu-Sewer and the cost would be $185 per hour. Visu Sewer estimated it to take approximately a day and a half to do the work and suggested if we have any other areas in question that they should be done at same time since the $185.00 hour starts when they leave their shop. Keith noted the area in Kenwood would be from manhole #4 to the Kenwood Station.

5. Executive Director Report continued. Superintendent Newman left the meeting.

b. Treatment Fee’s for 1st and 2nd Quarter: Director Hall noted that the flow meter is still not working. Between Superintendent Newman and herself they have contacted at least four people from In-Control to have someone come out and look at system. The flow meter itself was calibrated in early May and the report did not indicate any issues. Hall talked with Kelly Yahnke yesterday and he was on a project with Cory from In-Control and would work with him on getting someone up here to look over our system. That being said, Hall noted that without meter numbers she has calculated the 2nd quarter treatment fee’s for the City of Moose Lake based on the 2015 flows and noted the rain totals were close to being the same. She noted that 1st quarter treatment fees were miscalculated by Hall as she tried to use manual readings from the flow station. That being said a correction was made to the billing for 1st quarter which resulted in a small credit. Hall noted she corrected the bill and used 2015 1st quarter readings as well to keep consistent in calculations. Once Tim Peterson, City Administrator has a chance to get familiar with the contract etc. the District and the City will need to discuss if any adjustments need to be made since there is no accurate flow reading at this time. Hall will hand deliver the check and paperwork to the City to explain.

c. Ordinance Language Changes: Tabled. Hall working with Gretsfeld and attorney Mia Thibodeau on preparing changes to the ordinance to require a minimum of a 4” sewer drain or same size as the sewer drain if that is larger. Hall discussed the changes with Kelly from Bolton & Menk and he agreed with the suggestions.

7. Treasurers Report: Treasurer Strandlie reviewed the profit and loss statement and balance sheet with the District Board for the period ending June 30, 2016. She had been into the office to review the bank statements and reconciliation and found all the books to be in order. Balance in checking on June 30, 2016 was $3201.34. She noted that in early July two CD’s were taken out for $200,000 each from the money market account to get better rates. A listing of claims were presented to the board which include check numbers 11196 thru 11213 as well as three EFT payments for a total amount of $47,039. Board reviewed the information and a motion was then made by Gretsfeld second by Koski to approve the Treasurer’s report as presented as well as payment of the claims which include three EFT payments and check numbers 11196 thru 11213 for a total amount of $47,039. Motion carried 5/0.

a. Sign off CD which came due 7/15/2016: CD has been signed off and will be reinvested at FNB into a 24 month CD next week.

8. Old Business

a. Flow Numbers- None to report.

b. Contract Changes – City of Moose Lake – Tabled

9. New Business: nothing discussed.

10. Adjourn: A motion was made by Gretsfeld second by Koski to adjourn the meeting. The motion carried and the meeting adjourned at 5:30 p.m.

Minutes by Darla Hall, Executive Director