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

**Approved Regular Meeting Minutes**

**August 17, 2016**

**@MLWSSD Office**

1. The regular meeting of the MLWSSD was called to order on August 17, 2016 at 4:00 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 and Derik Berg, Cousins Construction.

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

3. Guests: None scheduled.

4. Approval of Minutes: District reviewed the minutes from the July 20, 2016 regular meeting. Kuster asked for clarification on an item. There being no changes to the minutes a motion was then made by Gretsfeld second by Koski to approve the July 20, 2016, regular meeting minutes as written. Motion carried 5/0.

5. Executive Directors Report:

 a. Ordinance Language Changes: Tabled - Waiting on information to come forth from attorney’s office.

 b. Contract Changes – City of Moose Lake: Back in May a letter was sent to the City of Moose Lake indicating what some of the items were that the District wanted to change in the contract language. District received a response to the letter from the new City Administrator, Tim Peterson earlier this month. Hall reviewed the items that were acceptable by the City. It was agreed that the method of calculating excess flow would be done based on a rolling seven month period to coincide with the discharge from the wastewater ponds. City also agreed to calculate the Kenwood North customers by using pump run time divided by the number of City and District customers then multiply flow by number of households per entity. This would allow each entity to compensate for the I&I in that area. The City did not accept the offer of purchasing the flow meter monitoring manhole from the District at the reduced rate of $25,000. Hall noted she spoke directly with the City Administrator and he is going to propose to resolve the entire issue in that area by moving the flow meter. This item will be discussed in further negotiations with the City and District. The District had also proposed the penalty for excess flow to be $.15 per 1000 gallon and the City did not agree with this item but would like to discuss further in negotiations. Hall noted the City has indicated they have and will continue to look further into sump pump inspections and televising of lines to investigate possible I&I sources in both the Woodland area and the Kenwood North area. Hall noted she has redlined the agreement with some of the changes as well as the items the City would like to address to be used in the next negotiations meeting. Hall to schedule that in the next few weeks with the City, Kuster and Koski.

 c. Set Budget Meeting September/Reschedule Sept Meeting: Director Hall noted that the next regular meeting date comes after the requirement date for certifying the levy to the county therefore the date would need to be changed. Motion was made by Strandlie second by Koski to hold the Budget Meeting on Monday, September 12th at 5:00 p.m. with the regular meeting immediately following the closing of the budget meeting. Motion carried 5/0. The District will resume the regular meeting date and time in October. Hall to post and publish notice.

6. Superintendent Report: See written report as prepared by Superintendent Newman. Permit was issued for Bjorklund /Fletcher Plumbing as they are making a repair to the customers lateral. This work will be in the right of way so a performance bond will be required. Permit issued to Niedzielski/Roberts Excavating. Cousins Construction is building a house for Niedzielski with Roberts Construction doing sewer work.

 Station C and B had issues of tripping out so Quality Flow was called in to service. Station B has lost one of three electric phases. The start and run capacitors are also in need of replacement which Quality Flow is taking care of. A sinkhole has developed in the property owner’s yard of Station C and is located within our easement. Keith has lined up Gobel Excavating to make the repair and will also have him upgrade the access road at the same time. Station 1 had an issue with the pumps air locked again. The red light was on and Newman could hear the pump motors spinning with no load on the pumps. Keith worked to release air from the pump output and both pumps were back online.

1. Televising Project Repairs: Newman is waiting on a full report of recommendations from Visu-Sewer and will have Kelly Yahnke review them.
2. Smoke Testing: Smoke testing will be done in the Kenwood area in September weather permitting.

7. Treasurers Report: Treasurer Strandlie reviewed the profit and loss statement and the balance sheet with the District Board. She noted that the balance in checking as of July 31, 2016 was $3,526.40 and that she had been into the office to review the bank statements and reconciliation and found everything to be in order. Today’s claims that were presented for payment include two EFT payments as well as check numbers 11214 thru 11230 for a total amount of $11,048.88. Strandlie noted that Hall and herself had talked prior to the meeting and would like to recommend holding the check to In-Control for the amount of $872.53 pending the results of the flows recording correctly as it is not certain that the issue has been fixed. Motion was made by Koski second by Nielsen to approve the Treasurers report and issuing of the claims in the amount of $11,048.88 which includes the two EFT payments and check numbers 11214 thru 11230. Motion also to include holding the In-Control check until flow can be verified that it is recording correctly. Motion carried 5/0. Newman will contact engineer to see if they can calculate flows by pump run time for that period of time to see if they are even close.

8. Old Business

 a. Flow Numbers- : Hall noted that she believes the numbers are still too high. She did a comparison from a Friday to a Tuesday for the same period of time over three years. Average 2014 was 60,893, Average in 2015 was 71,003 and the average in 2016 was 111,666. Will look into run times to see how they compare with the flow meter calculations.

 b. Survey Results – Response from Rep. Mike Sundin/Engineer: Chairman Kuster discussed that he had sent an email to State Rep Mike Sundin and also discussed with him via phone the funding options. Kuster noted that the Big Lake project had $1.2M in it to fund part of the project and it triggered another $15M in other funding but it didn’t get released in the 2016 bonding proposal due to no special session so everything is on hold for the project. Without the special session the funding is being held up. Rep Sundin forwarded Kusters email onto Kim Babine of DEED to see if there is anything else the MLWSSD might be able to access for funding.

9. New Business: nothing discussed.

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 5/0 and the meeting adjourned at 5:20 p.m.

Minutes by Darla Hall, Executive Director