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

**Approved Regular Meeting Minutes**

**September 12, 2016**

**@MLWSSD Office**

1. The regular meeting of the MLWSSD was called to order on September 12, 2016 at 5:22 p.m. immediately following the closing of the Budget Meeting. 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 KellyYahnke, Bolton & Menk.

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

3. Guests: Kelly Yahnke, Bolton & Menk:

 a. Bid Award Station 1 & D Project: Kelly Yahnke reported that four bids were received on September 1, 2016 for the 2016 Lift Station Upgrade project. The base bids ranged from $300,900 to $433,800. Add Item No 1, Lift Station 1 bids ranged from $23,300 to $51,000 and Add Item No. 1, Lift Station D ranged from $19,850 to $40,000. Kelly noted the apparent low and responsible bidder was Meyer Contracting, Inc. from Maple Grove, MN with a base bid amount of $300,900; Lift Station No 1 bid of $51,000 and Lift Station D bid of $40,000. The addendum items for Lift Station 1 and D are for dewatering at the respective stations. Kelly noted they may not need to dewater and if it’s not needed the District will not be billed for this. The Contractor is looking at mid to late October to do the work.

Kelly provided the board examples of completed projects the company has done in the past. Motion was made by Koski second by Gretsfeld to award the 2016 Lift Station Upgrade Project for Station 1 and D to Meyer Contracting Inc. for the base bid amount of $300,900. If dewatering is required the District will pay up to $51,000 for lift station 1 and up to $40,000 for lift station D. Motion carried 5/0. Kelly noted the preconstruction meeting will be held sometime the first part of October.

 b. City of Moose Lake – Contract Changes: On September 1, 2016, Engineer Kelly Yahnke, Director Hall, Byron Kuster and Cliff Koski met with the City representatives to discuss the contract language changes. One of the main items to come out of the discussion was that the City Administrator, Tim Anderson, would like to propose that the monitoring manhole be moved from its current location to the area where the District customers end which is Kasper Addition. This would provide for a clean break between the District and the City. The City would own the monitoring manhole and flow meter but share the data with the District. The City is proposing to do this at a 50/50 cost share with the District. City Administrator Tim Anderson realizes that the District put the flow meter in where the City wanted it in 2008 and that since then the City has taken back the Woodland Customers and language would be included in the contract to state that the District would not pay for putting in a monitoring manhole again should any annexation take place in the future.

Kelly reported that the excess flow charge was another point that is still being worked out. Basically the engineers are trying to work out a two tiered system in which if the District was not asking for more capacity then we would be charged a higher rate for any excess flow. However, if the District were wanting more capacity and the City doesn’t want to sell any excess capacity, then the penalty rate would be a lower rate for any excess flow. It was noted that the amount of available capacity at the ponds has been in question for quite some time.

Director Hall noted that the old contract contained language regarding a 5% dollar amount the District was to pay to the City which would be held by the City until the final debt service payment and then that would come off the remaining payment. Hall noted this was discussed with the City in previous years and it was decided that the language should be taken out to make it simpler and straight forward.

The District Board members discussed the fact that the District flow meter is currently not working. It was noted that a new controller was put on at Station 1 that provides much more data. The new controller was approximately $3,500 for the unit itself and was needed as the controller at Station 1 was obsolete. (see Newman’s Report). Hall and Newman will be reviewing the flow numbers and compare the data with Station 1 (adjustment will need to be factored in for Kasper Addition and Woodland area wastewater to compare). It was noted that having this new controller will allow for comparing data in the future to the City’s flow meter. Board discussed possibly installing a new controller at the Kenwood North Station rather than obtaining readings from pump data.

District Committee will meet with the City of Moose Lake once the contract language that has been agreed upon thus far has been updated/removed and the engineers have worked out some of the other language pertaining to the agreement so those matters can be discussed further.

.

 c. Survey Results – Funding Sources: Since Kelly was at the meeting the Board briefly reviewed the survey results for Island and Sturgeon Lake and Hall provided Kelly with a copy of the results. It was noted that the District would like to look into the options of sewering at least some of Island Lake but has concerns about any funding that may be available. Before anything more happens the District would like to know what is available for funding mechanisms. Kelly noted he will look into further at his office with the people who work on funding and get back to the Board.

4. Approval of Minutes: District reviewed the minutes from the August 17, 2016 regular meeting. It was questioned if the Westmoreland’s had ever contacted the office to schedule the sump pump inspection. Hall noted that she sent out a letter in August giving them until September 1st to contact us and sited information out of the District Ordinance indicating they were in violation of the ordinance. Newman confirmed that he had not heard from Westmoreland either. Director Hall to review the ordinance language and policy and procedure manual to see what action can be taken and send another letter. There being no corrections to the minutes, a motion was made by Nielsen second by Strandlie to approve the Regular Meeting Minutes dates August 17, 2016 as written. Motion carried 5/0. Hall to follow up on Westmoreland.

5. Executive Directors Report:

 a. Ordinance Language Changes: - Tabled

 b. Contract Changes – City of Moose Lake: See discussion above under Kelly Yahnke.

 c. Engagement Letter Wipfli – 2016 Audit: The District discussed the yearly audit. Wipfli has given the District a cost of $8,200 for having Deborah Medlin conduct the year ended 2016 audit. A motion was made by Koski second by Gretsfeld to enter into the agreement with Wipfli for the year ended 2016 Audit at the not to exceed amount of $8,200. Motion carried 5/0. Paperwork was unavailable for the meeting but will be reviewed and signed off on after the meeting.

6. Superintendent Report: See written report as prepared by Superintendent Newman. Superintendent Newman met with Gobel Excavating out at Station G. The culvert that was installed when the lift station improvement project was done has rusted out. They will be removing old and installing a plastic one as well as doing some upgrades to the approach road.

Flow Station stopped providing readings due to the failing of the uninterruptable power source. Newman ordered new battery packs for the unit at the cost of a little over $100 and bypassed the unit to get it back on line. District will need to reimburse him.

a.New Controller at Coffee Lake Lift: The pump controller went out at Station 1. The old unit was obsolete and needed to be replaced. This is the station we have been having issues with this summer. Newman sent pricing information onto Hall and Kuster for approval as the cost estimate for the controller was $3,500. The QCI 1500ct controller was installed and has many new features that will benefit the District for years. District discussed replacing the control units on other stations in the future as well.

b. Smoke Testing: Smoke testing will be done in the Kenwood area this fall. Keith will be in contact with City of Moose Lake’s public works to see if they can schedule something together and cost share.

7. Treasurers Report: Treasurer Strandlie reviewed the profit and loss statement and balance sheet with the District for the month ended August 31, 2016. She noted that the balance in checking at month end was $16,052.81. Joan had been into the office and reviewed the books and bank reconciliation and statements and found the books to be in order. Today’s claims are submitted for a total amount of $14,388.39 which includes two EFT payments and check numbers 11231 thru 11248. Director Hall noted that the invoices include the bill from Quality Flow for the new controller. Motion was made by Gretsfeld second by Nielsen to approve the Treasurers Report and payment of today’s claims for a total amount of $14,388.39 which includes two EFT payments and check numbers 11231 thru 11248. Motion carried 5/0.

8. Old Business

 a. Flow Numbers- Tabled until District can gather data from the new Controller at Staion1 and compare with the flow station number. Keith will be in contact with Quality Flow about cost of looking at the meter at the flow station as well.

9. New Business: nothing discussed.

10. Adjourn: Motion was made by Koski second by Strandlie to adjourn the meeting. Motion carried and the meeting adjourned at 6:45 p.m.

Minutes by Darla Hall, Executive Director