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

**Approved Regular Meeting Minutes**

**October 19, 2016**

**@MLWSSD Office**

1. The regular meeting of the MLWSSD was called to order on October 19, 2016 at 5:32 p.m. by Chairman Byron Kuster. Those in attendance included: Byron Kuster, Clifford Koski, Eric Nielsen, and Henry Gretsfeld. Also in attendance were Executive Director Darla Hall and Superintendent Keith Newman.

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 4/0.

3. Guests: None Scheduled

4. Approval of the Minutes, September 12, 2016 Regular and Budget Meeting Minutes: The Sewer District reviewed both the regular and budget meeting minutes from the September 12th meeting. Motion made by Koski second by Nielsen to approve both the Regular and Budget September 12th Meeting Minutes as written. Motion carried 4/0.

5. Executive Directors Report: Director Hall provided the District with an email from Kelly Yahnke which provided the following information on programs available for funding of projects: At this time, there is not much out there for grants to fund Facility Plans/ Reports for the unsewered areas around Island and Sturgeon Lakes.  Here is the information on the 2 programs discussed:

1. USDA RD SEARCH Program:

* Rural areas not within a city or town
* Population of 2,500 or less
* AND the area must also have a median household income below the poverty level or less than 80% of the statewide non-metropolitan median household income based on the latest Census Data;
  + 80% Statewide Non-Metropolitan Household Income; $57,545 x 0.80 = $46,035
  + Island-Sturgeon Lake Area Household Income; $62,391

1. Small Community Wastewater Treatment Program:

* Up to $60,000 in grant money to conduct preliminary site evaluation and prepare feasibility report to replace the existing on site systems with new SSTS systems (larger joint subsurface sewage cluster systems).  Grant money cannot be used for study to design and construction a collection system with treatment at a municipal wastewater treatment facility, ponds or mechanical plant.
* Also loan (1% interest) and grant money based on affordability criteria available for the design and construction of the SSTS systems.
* Both grants are not promising due to the areas Household Income

1. PFA (Public Financing Authority) Loan Money:

* The cost of the Facility Plan and Design can be included in the PFA Loan for construction.
* Facility Plan needs to be submitted by early March to determine funding eligibility
* Find out if eligible for loan in September
* Loan interest rate is between 1.5% to 2.0% for 20 years.

This information was asked for at previous meeting with regards to the survey that was sent out around the unsewered lakes.

a. Appointment of Treasurer: Board members discussed the passing of Treasurer Strandlie and the need of working with Windemere Township on appointing another board member as well as getting a Treasurer appointed. Gretsfeld commented that Clair Strandlie is interested in taking Joan Strandlie’s place and would be a good member. He is the former Chairman of Windemere Township and served on that board for many years. He currently serves on the Windemere Planning Commission. It was agreed that he would be a good member, Director Hall to send a letter to Windemere Township providing his name as a recommendation for appointment to this board. Motion was then made by Gretsfeld second by Koski to appoint Eric Nielsen to fulfill the position of Treasurer for the remainder of the year. Motion carried 4/0. New signature cards were provided for both First National Bank and Members Credit Union.

b. County Certification Listing Delinquent Accounts: Director Hall provided a list of delinquent accounts to be certified to the counties. Pine County currently has $8,640.12 in delinquent user fees and Carlton has $17,593.91. Hall noted she did receive a call from Coffee Lake Park seeking some relief for his bill. She noted that this was the first she had heard from them (at certification time) and they indicated a few units were not occupied the entire billing time. Hall informed the property owner the District has no way of knowing if the homes were empty or not and if they are seeking relief from billing they would need to obtain a permit and permanently disconnect the homes and that no adjustment could be made for what has already been billed. District discussed with Superintendent and Director and it was agreed that a permit would need to be obtained and the homes would need to be disconnected and the homes removed from the property for any units to be adjusted on the bill, however, no adjustment could be made for what has already been billed. Motion was made by Gretsfeld second by Koski to certify $17,593.91 to Carlton County and $8,640.12 to Pine County in unpaid user fees for collection on the 2017 property tax. Motion carried 4/0. Any payments that come in prior to certification to the County will be removed from the list.

c. Ordinance Language Changes: Director Hall reported that she had received an email from Attorney Mia Thibodeau concerning the changes we had discussed making to the ordinance regarding the pipe sizing. It was originally thought that the District would need to change its Ordinance, however, Mia has indicated the ordinance language allows us to establish rules and regulations in addition to state plumbing code and therefore the District can include the pipe sizing language in the permit application.

Hall presented the 2016 Contractors Permit Application to the Board. The entire permit application is on file at the District office, however, below is the main information for contractors concerning the Districts requirements. The language which is proposed to be added is in red.

**The State of MN and the MLWSSD require that the sewer work be performed by a licensed plumber. The plumbing contractor must be bonded with the State of Minnesota in the amount of $25,000. Before work can proceed, our office must receive documentation regarding the plumber’s license (if applicable), bonding information, and certificate of insurance. Your Sewer Permit will not be issued until this information is submitted to our office. Should the plumbing contractor begin work before we receive the documentation, the Sewer District has the authority to halt construction until these requirements are complied with. Such requirement reflects both Minnesota Law and Sewer District Policy. In addition, should the project require any work within the right of way, the District will require a minimum STREET OBSTRUCTION BOND in favor of the District, in the amount of $25,000, or 10% of the total project cost whichever is greater, with the actual amount of the bond to be determined by the District Board. Contractor will also be required to obtain written verification from the township or county should the work involve the roadway, indicating that all/if any requirements are met respective to bonding or permit requirements that township or county may have and that the Contractor has authorization to conduct the work on the road/right of way.**

**READ THE FOLLOWING CAREFULLY:**

**Contractor hereby agrees that, upon issuance of this permit, all work and all materials used shall be in compliance with any applicable state codes, and county, township, and Sewer District ordinances. *The MLWSSD requires that the Building Sewer size shall match the size of the Building Drain, except that the Building Sewer size shall never be smaller than 4”.*  The Contractor also agrees to provide notice to the MLWSSD Superintendent 24 hours prior to construction, connection, or disconnection of line. Our Superintendent must inspect work before it is covered. NO EXCEPTIONS ALLOWED. In accordance with Minnesota State Plumbing Code and Sewer District Policy, air testing of plumbing lines within the property line need to be conducted by the Contractor prior to final inspection by the District Superintendent.**

**Should you fail to notify MLWSSD before the work is complete, the District has the authority to excavate the connection at your expense to determine whether it complies with the current plumbing code.**

**Please be aware that the plumbing from the home to the Sewer District line is the homeowners plumbing and therefore their responsibility should a problem arise.**

It was noted that the language would be added to the permit due to possible maintenance issues. State plumbing code has changed their language to allow for building sewer size piping to be as small as 3” which the District believes could lead to maintenance issues in the future and therefore would like to be more restrictive and require 4” as a minimum size. Motion was then made by Gretsfeld second by Koski to approve the language changes to the 2016 contractors permit application to include the requirement that the building sewer size shall match the size of the building drain, except that the building sewer size shall never be smaller than 4”. Motion carried 4/0. Hall to make modification to the permit and post on the website. Motion carried.

6. Superintendents Report: See written report as prepared by Superintendent Newman. Kelly was up on October 17th for the preconstruction meeting at the District Office with Meyer Construction. Newman and Hall attended. Newman reported that the project is estimated to take about 2 weeks and they are going to start with Lift Station 1 first then move onto D. Looking like project to start end of October or early first week of November.

a. New Controller at Kenwood North: Quality Flow was up to install new controller. This will help to determine actual flow rather than calculating pump hours then times the gallons per minute. The existing D-152 controller will be used as a spare at the other stations.

Keith provided the Board with a quote from Quality Flow for replacement of all the other lift station controllers with the new modern controller. The cost to do 8 lift stations came in at $25,600. Keith also had them quote with the option of reverting back to float controls and that cost would be $1,950 per station. Newman discussed that the data is more useful at the lift stations where the new controllers have been installed at this point. Board will use spare and replace as needed and look at upgrades at later time.

7. Treasurers Report: Director Hall provided the Treasurers Report to the District and reviewed the profit and loss statement as well as the balance sheet. She noted that the bank statement had been reconciled and everything balanced. The balance in checking on September 30, 2016 was $4,387.70. Claims in the amount of $41,194.88 are submitted today for payment and include three EFT payments for payroll taxes as well as check numbers 11249 thru 11270. She noted City of Moose Lakes 3rd quarter billing is included and is once again based on 2015 numbers and will be corrected once the engineers from both the City and the District have an opportunity to review pump data, etc. from 2016. A motion was made by Gretsfeld second by Nielsen to approve the Treasurers Report and the payment of the claims in the amount of $41,194.88 which includes the three EFT payments as well as check numbers 11249 thru 11270. Motion carried 4/0.

8. Old Business: a. Flow Numbers: Hall noted average flows for month of October from the flow meter were 58,366 for the first 18 days of October. Hall also noted what the pump readings are from Lift Station 1 and Kenwood North. At this time we do not have enough data to compare the stations to determine if the flow meter is working properly or not but it is believed that it still may be running high.

b. Sump Pump Inspections – Westmoreland: Hall noted that she had sent an email to Westmoreland with no response received. Hall also sent the October 1st bill for July thru Sept 30th user fees and included a $50.00 I&I Inspection Surcharge for September. The fees will be certified if not paid by October 31st. Hall indicated she will send a bill monthly to Westmoreland with $50 for each month they continue to not comply with the I&I inspection until which time they do comply.

c. Contract Negotiations – City of Moose Lake – Tabled

9. New Business: None to discuss

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 4/0 and the meeting adjourned at 7:00 p.m.

Minutes by Darla Hall, Executive Director