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

**Approved Regular Meeting Minutes**

**November 16, 2016**

**@MLWSSD Office**

1. The regular meeting of the MLWSSD was called to order on November 16, 2016 at 5:30 p.m. by Chairman Byron Kuster. Those in attendance included: Byron Kuster, Clifford Koski, Eric Nielsen, Clair Strandlie and Henry Gretsfeld. Also in attendance were Executive Director Darla Hall and Superintendent Keith Newman. It was noted that Clair Strandlie was appointed by Windemere Township to the Sewer District Board at their November Meeting.

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 Regular Meeting Minutes October 19, 2016: District Board reviewed the October meeting minutes and a spelling error was noted. Motion by Koski second by Nielsen to approve the Regular October 19, 2016, Meeting Minutes as corrected. Motion carried 5/0.

5. Executive Directors Report: Director Hall reported that since the last meeting she has received a few payments on the delinquent accounts and that Pine County ended up with $8,279.22 being certified and Carlton County had $8,944.99 certified for collection on 2017 tax rolls.

1. Lift Station 1 & D – Project Report Payment Request: Chairman Kuster and Superintendent

Newman updated the board on the progress at the Lift Station 1 replacement. The project was to start October 24th but got moved out until around the beginning of November due to some issue with Meyer Contracting. They began moving equipment in on November 2nd. The week of the 7th, Keith got a call that some chemical was reported on the water within the dig site which could have come from the box the contractor was installing or the chop saw that was there or from something in the ground itself. Braun Intertech was called to sample and test the material. Results came in as nonhazardous so dewatering began and project moved forward. Chairman Kuster has been on site quite regularly observing and taking pictures of the progress. They will have Quality Flow out to get the control panel up and running and move onto Station D when this is complete. Director Hall noted the pay request on today’s claims is for 15% progress payment on the Lift Station project plus $38,258.83 of materials less a 5% retainage so the total pay request #1 is $87,057.34 which Bolton & Menk is recommending to be paid today.

6. Superintendent Report: See written report as prepared by Superintendent Newman. Keith had a discussion with Steve Aldrin of MNDOT about a water discharge issue from a culvert near Bengtson residence. Rather than flow thru the culvert, the water goes back and sits in the area of the District manhole 4 of the Kenwood leg of the system. Mr. Aldrin said the State has no easement or anything so he didn’t believe they could help with it.

Keith reported that Ulland Brothers did paving work for Moose Lake Township and paved over a manhole cover at the intersection of Birchview and Sand Lake Road. Keith is working with them and the Township on getting it unearthed.

Fletcher Plumbing was into the office to drop off their bond information for the repair work they are doing to the Bjorklund service line. Fletcher plans to dig into the service line on Tuesday morning of next week and since the work is being done in the roadway they were required to provide a bond.

1. Sump Pump Inspections Westmoreland: Director Hall reported that Lori Westmoreland had

been into the office to drop off a payment. Ms Westmoreland paid on her past due account and indicated that the $50 fee for the sump pump inspection should not be assessed to the taxes and removed from the bill. Hall informed her that she did not have the authority to remove the fee as that would be a board decision and that the real issue was the inspection still had not been completed and needed to be scheduled. So an inspection date was scheduled. Keith reported he scheduled the Carlton County Sheriff to meet as well. Due to conflicts with scheduling they have been unable to connect but it has now been rescheduled for November 30th. Hall noted she did not certify the $50 fee which was for September I&I Inspection nor has she attached another $50 for October yet as she is waiting for inspection to be followed thru with and then go from there.

7. Treasurers Report: Treasurer Nielsen reviewed the balance sheet and profit and loss statement with the board and the balance in checking on October 31, 2016 was $32,512.42. Nielsen had reviewed the bank statements and found the books to be in order. Today’s claims total $87,057.34 and include two EFT payments for payroll taxes as well as check numbers 11271 thru 11290. It was noted that the payment request #1 to Meyer Contracting for the Lift Station project in the amount of $79,224.14 is also included in this total. Motion was made by Gretsfeld second by Koski to approve the treasurers report as well as payment of the claims in the amount of $87,057.34 which includes the two EFT payments as well as check numbers 11271 thru 11290 which includes pay request #1 to Meyer Contracting. Motion carried 5/0.

Treasurer Nielsen noted that two CD’s will be coming due in February 2017 which he will be looking into as they get closer to their due date.

8. Old Business

 a. Flow Numbers: Hall provided a report on the flow numbers and noted that since the upgrades are being done to lift station 1 the controller at that station will be down until that project is complete. The numbers that have been recorded to this point are still quite a bit different than those at the flow meter. Hall will continue to record the information and pass onto the engineers for help with calculating at year end.

 b. Contract Negotiations – City of Moose Lake – Tabled: Will try and set something up with the City of Moose Lake after year end when we have more data to work with from the controllers at the lift stations.

9. New Business: Hall received an email from Chairman Heidi Kroening, Windemere Township regarding USDA Water& Waste Disposal Loan and Grant Program which is the same information Kelly Yahnke had discussed in the last minutes of the meeting. Hall noted she appreciated the information being passed onto the District.

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 and the meeting adjourned at 6:30 p.m.

Minutes by Darla Hall, Executive Director