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

**Approved Regular Meeting Minutes**

**December 21, 2016**

**@MLWSSD Office**

1. The regular meeting of the MLWSSD was called to order on December 21, 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.

2. Approval of the Agenda: Director Hall asked to add Pay Request #3 and Change Order to item b. under her report. Motion was made by Strandlie second by Gretsfeld to approve the agenda as amended. Motion carried 5/0.

3. Guests: None Scheduled

4. Approval of Regular Meeting Minutes November 16, 2016: There being no changes a motion was made by Gretsfeld second by Koski to approve the November 16, 2016, regular meeting minutes of the Moose Lake Windemere Sanitary Sewer District as written. Motion carried. 5/0.

5. Executive Directors Report:

 a. John & Sheila Bjorklund – Service Line Repair: On December 5, 2016, the Sewer District received a letter from Mr. & Mrs. Bjorklund regarding a plugged lateral line. The letter stated that their plumbing contractor identified the source of the problem as an improper connection between the sewer stub and the lateral line. Roots had plugged the line. The letter included pictures of a rubber transitional coupling ring which was used in the connection. The Bjorklunds believe the District is responsible for the cost and feel it was an improper connection. The total cost of the bill is $5,650for the repair. District Board members discussed the issue and felt there is no basis to the complaint as maintenance of the lateral is the homeowner’s responsibility. The stub and lateral are one in the same and the transitional coupling ring which was used in the connection was installed correctly and was an acceptable method of installation for that time period. Director Hall to send a letter to the Bjorklunds denying the claim for reasons as stated.

 b. Lift Station 1 & D – Payment Request #2, #3 and Change Order: District received Payment Request #2 for $188,324.36 and Pay Request #3 for $120,432.50 from Meyer Contracting. Kelly has reviewed both requests and recommends payment. Newman met with the Meyer Contracting and the District Engineer onsite and noted there is minimal work remaining for the spring. Small cement pads need to be installed as well as some seeding work. Newman estimated the work to be around $4,000. It was agreed between the parties to withhold 1% for final work rather than 5% . Change Order was also submitted due to additional down time due to oily sheen discovered on the surface of ground water at Lift Station NO. 1 and also a change order for additional fittings to connect to the existing force mains at both lift stations. These Change Order resulted in $0 or an even exchange due to built in contingency money. Meyer agreed to settle for that amount. The difference was just under a thousand dollars. Motion was made by Koski second by Nielsen to authorize payment of Pay Request #2, Pay Request #3 and the Change Order to Meyer Contracting. Motion carried 5/0. The remaining amount held back from Meyer Contracting is 1% of the contract amount or $3,919.00.

 c. Schedule Organizational Meeting January 2017: Motion was made by Gretsfeld second by Nielsen to set the Organizational Meeting for January 18, 2017 at 5:00 p.m. with the regular meeting to immediately follow. Motion carried. Hall to post and publish notices.

6. Superintendent Report: See written report as prepared by Superintendent Newman. Sand Lake Resort moved out a mobile home and plan to replace with a triple wide manufactured home to the immediate north of the main lodge. Keith met with Sandberg on site to identify the approximate location of the District easement and had them stay a minimum of 20’ away from easement.

Newman had busy month with the collection system repair and maintenance for Station 1 and D. December 2, 2016 will be the official date for the beginning of the two year warranty on equipment. Meyer Contracting will be back in the spring to complete the panel slabs, shaping and make sure the grass seed takes. O&M manuals for pumps and valves have been received.

 a. Sump Pump Inspections Westmoreland: Police officer would not assist Keith on rescheduled visit to Westmoreland, so he was going to have City Public Works Employee assist (Phil) but Mrs. Westmoreland would not allow Phil to enter without proper credentials. Keith will set something up after the first of the year.

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss and balance sheet with the District Board. He noted he had been in to review the bank statements and reconciliation and found the books to be in order. The balance in checking on November 30, 2016 was $34,018.03. Check numbers 11291 thru 11310 along with two EFT payments for payroll taxes and one EFT payment for the payroll program have been submitted today for payment for a total amount of $326,332.85. Director Hall noted that she had transferred $280,000 from the money market account to checking to cover today’s bills. Motion was made by Gretsfeld second by Strandlie to approve the treasurer’s report and payment of today’s claims for a total amount of $326,332.85 which includes check numbers 11291 thru 11310 and three EFT payments. Motion carried 5/0.

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: None:

10. Adjourn: Motion by Gretsfeld second by Koski to adjourn the meeting, the motion carried 5/0 and the meeting adjourned at 6:45 p.m.

Minutes by Darla Hall, Executive Director