**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**December 20, 2017**

**@ MLWSSD Office**

1. The Regular Meeting of the MLWSSD was called to order on December 20, 2017, at the District Offices. The meeting was called to order by Chairman Kuster at 5:30 p.m. Those in attendance included: Byron Kuster, Cliff Koski, Eric Nielsen and Clair Strandlie. Henry Gretsfeld was absent from the meeting. Also in attendance were: Superintendent Keith Newman and Executive Director Darla Hall.

2. Approval of the Agenda: There being no changes to the agenda a motion was made by Strandlie second by Koski to approve the agenda as written. Motion carried 4/0.

3. Guests: None Scheduled

4. Approval of the Minutes: There being no changes to the minutes, a motion was made by Koski second by Strandlie to approve the Regular Meeting Minutes of November 15, 2017 as written. Motion carried 4/0.

5. Executive Directors Report:

 a. Schedule Organizational Meeting for January 2018: Organizational Meeting will be held January 17, 2018 at 5:00 p.m. with the regular meeting of the District immediately following. Director Hall to post and publish the notice.

 b. Easement on Property 33.0162.000: Hall and Newman informed the District of a property owner (Jason Salmela) on Pine Grove Lane who is getting rid of the old sand point well and installing a new well. The District’s easement runs thru their property. The homeowner would like to utilize the cabin for now and build a home in the future but the well piping will need to cross over the Districts easement. Keith noted the District will probably see more of this in the future as the entire area in this location has the District easement running thru the property. Hall noted that Henry Gretsfeld had been into the office and reviewed the plumbing code and informed her that the District has the decision on this and if it is allowed by the District plumbing code states that the bottom of the well pipe would need to be not less than 12 inches above the top of the sewer pipe. Hall noted she spoke with Kelly Yahnke, District Engineer as well and he suggested contacting the District’s attorney to have some language drawn up between the District and the property owner. It was suggested that the language drafted by the attorney note “any utility” to cover all situations. District noted they would approve allowing the property owner to cross our easement contingent upon approval by our attorney and drafting of language for an agreement. Hall to contact Mia and if it is advisable to allow such action, have her draft an agreement for review which would allow any utilities to cross our easement and bring back information to the board.

6. Superintendents Report: See written report as prepared by Superintendent Newman. Quality Flow was out to install the new 1500 controller on Station D. This will give the opportunity to divide out flows from the southern side of Sand Lake. Stations G, F, E and D.

 a.Visu-Sewer Update on Project. Keith contacted Todd Stelmacher at Visu-Sewer to discuss the concerns with the Kenwood Flows as the District does have repairs to be made in that area. The repairs scheduled included grouting of manholes and a couple lateral service connections along with a few liners. The District was on the schedule for these to be completed in December, but Todd informed Keith that they are having staffing issues along with issues regarding the supplier of the liner material. Keith has a call into Kelly Yahnke to discuss their performance and get his thoughts on whether the District should go another direction. Keith noted the work needs to be done at a constant 25 degrees at a minimum and questioned if the District should wait a bit or do now if they are available. Keith to talk more about the issue with Kelly.

Keith also noted that Visu-Sewer is capable of televising customer lateral service connections but that the work is done with a different truck, equipment and crew. Visu-Sewer will check on cost and availability and get information back to Keith. It was questioned if we televise those lateral lines what about the City homes and laterals in that area?

7. Treasurers Report: Treasurer Nielsen reviewed the financial statements and profit and loss report with the District for the month of November. Nielsen had reviewed the bank statements and reconciliation and found the books to be in order. The balance in checking as of November 30, 2017 was a negative ($656.39). Director Hall noted that the negative balance on the financials was due to payroll checks being processed for the month of November but not actually being dispersed until this evenings meeting. Claims were submitted this evening for a total amount of $16,419.68 and include check numbers 11511 thru 11526 as well as two EFT payments for payroll taxes and 1 EFT payment for the Intuit Payroll update.

Treasurer Nielsen discussed looking into other investment opportunities for the District funds. Districts Auditor, Deborah Medlin, has provided some information and Nielsen is planning to meet with Craig Prudhomme at Agate Financial Services in the near future to see what opportunities may be available for the District.

Motion was made by Strandlie second by Koski to approve the treasurer’s report as well as paying of the claims for a total amount of $16,419.68 which includes check numbers 11511 thru 11526 as well as the three EFT payments. Motion carried 4/0.

8. Old Business:

 a.Flow Numbers: Director Hall provided the District with the November 2017 flows. The average flow for the month of November was 64,857 gpd. It was questioned when the City of Moose Lake would be taking over the billing as well as the flow station. Hall to talk with the City Administrator regarding the matter. Keith will talk with Phil at the City as well.

9. New Business: None to discuss.

10. Adjourn: There being no further business to discuss a motion was made by Koski second by Strandlie to adjourn the meeting. The motion carried and the meeting adjourned at 6:08 p.m.

Minutes by Darla Hall, Executive Director