**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**November 15, 2017**

**@ MLWSSD Office**

1. The Regular Meeting of the MLWSSD was called to order on November 15, 2017, at the District Offices. The meeting was called to order by Chairman Kuster at 5:32 p.m. Those in attendance included: Byron Kuster, Henry Gretsfeld, Cliff Koski, Eric Nielsen and Clair Strandlie. 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 Gretsfeld to approve the agenda as written. Motion carried 5/0.

3. Guests: None Scheduled

4. Approval of the Minutes: Board members reviewed the minutes from the October 18, 2017 meeting. Motion was made by Koski second by Nielsen to approve the sewer district’s Regular Meeting Minutes of October 18, 2017 as written. Motion carried 5/0.

Chairman Kuster questioned the user fee for the customers with a 2nd connection that only have something such as a bathroom in a building and wondered if the District should look further into adjusting the rate. Both Hall and Newman discussed the issue of enforcement and no way of knowing if the extra connection in a building turns into a second cabin for some users. Gretsfeld commented that the second connection is required to be connected at the main by state law. No further action taken on this matter.

5. Executive Directors Report: Director Hall informed the board that she had received some additional payments on the delinquent accounts. The actual amount submitted to Pine County for delinquent fees was $8314.99 and the actual amount to Carlton County for delinquent fees was $8118.85.

 a. Bjorklund Conciliation Court Update: Hall informed the Board that Superintendent Newman attended the conciliation court in the absence of both Director Hall and Chairman Kuster. She noted that the case was thrown out based on the statue of repose but Bjorklunds have until November 20th to file for an appeal. Newman reported that he attended court along with Matt Hanka, Fryberger, Tom Ronchetto and another gentleman from the League of MN Cites. Matt Hanka submitted the letter of repose to the attending referee and the case was thrown out based on the fact that the connection was done in 1979 and worked fine until 2017. Keith noted he had submitted some photos of the property to show the vegetation in the area as well. Sheila Bjorklund was the only one in attendance for the plantiff side and the court recognized this as well and noted that her husband was also to attend as he was listed on the suit. It was also noted the Kurt Fletcher, the plumber who did the work for the Bjorklunds was also not in attendance.

6. Superintendents Report: See written report as prepared by Superintendent Newman. Keith received the quote from Quality Flow for replacing the controller at station “D” at $3,460. This controller will be installed by the end of the year. Gobel Excavating completed the project at Station “G” of replacing the drainage culvert. Newman checked in with the Fichtner’s to assure that they were satisfied with the project and they were so the payment was forwarded onto Gobel.

 a.Visu-Sewer Update on Project: Newman reported the grouting crew from Visu Sewer is scheduled to be here the week of 11/27 thru 12/8 to work on the manholes.

7. Treasurers Report: Treasurer Nielsen reviewed the October balance sheet and profit and loss statement with the District. He had reviewed the bank reconciliation and noted that the book were found in order. Hall noted that she had made a mistake in posting the depreciation on the financials but has reversed the entry in November. Balance in checking on October 31, 2017 was $3,794.34. Claims were issued today to include two EFT payments for payroll tax as well as check numbers 11489 thru 11510 for a total amount of $48,038.13. It was noted that Hall transferred $15,000 from the money market savings account back into checking to cover today’s claims. Hall noted that she had issued a payroll check for Chairman Kuster by accident for the month of October but he had not attended the meeting. Since payroll tax had already been submitted, Hall asked that the check remain and she would not process a check for November meeting for Kuster. It was agreed this would be acceptable. Motion was then made by Gretsfeld second by Koski to approve the treasurer’s report and the issuing of check numbers 11489 thru 11510 as well as the two EFT payments for payroll tax for a total amount of $48,038.13. Motion carried 5/0.

Nielsen discussed investing additional money into CD’s perhaps in January once the Visu-Sewer work has been completed. Kuster questioned if the District can invest money into a no loss annuity as it seems to have a higher interest rate. Hall will contact Deborah Medlin at Wipfli to find out more information.

8. Old Business:

 a.Flow Numbers: Director Hall provided the District with a copy of the October flows. The average daily flow for the month of October was 92,492. District discussed the high flows at Kenwood and perhaps the need to televise those lateral lines. Keith noted he had spoken with Steve Aldrin, MN DOT, and showed him the area where the runoff seems to accumulate from the roadway etc. It floods yards in that area with snow melt, rainwater, etc. Aldrin indicated the Moose Lake project person said there was no funding for taking care of it at this time. Smoke testing and televising laterals was discussed and Keith noted that for smoke testing it really needs to be dry in the area. Visu-Sewer will be back to do some slip lining in this area and Keith suggested looking at the flows after that to determine if lateral line televising should be next.

9. New Business: None to discuss.

10. Adjourn: Motion was made by Strandlie second by Gretsfeld to adjourn the meeting. The motion carried and the meeting adjourned at 6:25 p.m.

Minutes by Darla Hall, Executive Director