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

**Approved Regular Meeting Minutes**

 **January 18, 2017**

**@MLWSSD Office**

1. The regular meeting of the MLWSSD was called to order on January 18, 2017 at 5:10 p.m. immediately following the closing of the Organizational Meeting 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. Superintendent Keith Newman was absent from the meeting.

2. Approval of the Agenda: Motion by Strandlie second by Nielsen to approve the agenda as written. Motion carried 5/0.

3. Guests: None Scheduled

4. Approval of Regular Meeting Minutes December 21, 2016: There being no changes a motion was made by Strandlie second by Koski to approve the December 21, 2016, regular meeting minutes of the Moose Lake Windemere Sanitary Sewer District as written. Motion carried. 5/0.

5. Executive Directors Report:

 a. Update on End of Year: Director Hall informed the board that the District email had been down since the end of December due to issues with Mediacom and some changes that were made to the account, in addition to that Windows 10 had downloaded several upgrades to the District computer which Hall had been trying to get removed from the system. She noted she has been without a computer for the last few weeks and had been scrambling to get things prepared for this evenings meeting as well as getting year end ready for the auditor. She is working with Moose Tec on getting the Windows issues worked out and noted the email is now up and running again.

 b. 4th Quarter Treatment Fee’s City of Moose Lake- Contract Negotiations: Director Hall reviewed the flow number spreadsheet with the Board members. Average flows from flow meter for 4th quarter were 53,784 gallons per day which includes Kenwood north pump run time calculation minus the City of Moose Lake’s water meter readings for their customers in Woodland and Kenwood. The average flow for Lift Station 1 and Kenwood North were 36,277 per day which does not include Woodland or Kasper Addition customers. Hall noted that she had already spoken to the District engineer and sent him the data to review. Hall noted that for the final 4th quarter she used the flow meter readings and Kenwood North hour meter readings to compute the payment to the City of Moose Lake and noted that once the numbers are reviewed by both City and District Engineers some adjustments will need to be made with regards to payment. It is hopeful that something can be worked out before the 1st quarter payment is due to the City of Moose Lake in 2017.

District discussed flow meter and decided rather than looking further into information with In-Control on why that meter is off, perhaps it would be better to have Superintendent Newman count the homes in Woodland (that are water metered by the City of Moose Lake) and the homes in Kasper Addition ( that are not water metered) and any homes that are before Lift Station 1 and attempt to apply a method of calculation per house that way to come up with a volume to use for calculating based on the pump controller. Hall to discuss this option with Keith as well as Kelly Yahnke to see if perhaps something can be worked out in this matter rather than having In-Control look any further into the flow meter.

6. Superintendents Report: See written report as prepared by Keith Newman. The board reviewed Keith’s report in his absence. Nothing out of the ordinary was noted during the month’s activity.

 a. Sump Pump Inspection – Westmoreland: To be rescheduled with both Director Hall and Superintendent Newman in attendance.

7. Treasurers Report: Treasurer Nielsen reviewed the balance sheet and profit and loss statement with the District. Nielsen had been into the office to review the financials and bank statements and bank reconciliation etc. and found the books to be in order. The balance in checking on December 31, 2016 was $2,211.91. Nielsen noted today’s claims include three EFT payments for payroll tax and check numbers 11311 thru 11330 for a total amount of $21,173.01. Director Hall noted the claims sheet shows after payment of today’s claims a negative balance in checking, but noted she has three deposits to drop into the night depository so the checks are covered. Hall also noted Tech Sales Company calibration invoice is actually for the calibration that was done in May of 2016. The company neglected to bill the District and caught it at year end. Motion was made by Gretsfeld second by Strandlie to approve the treasurer’s report as presented as well as payment of the bills which includes three EFT payments and check numbers 11311 thru 11330 for a total amount of $21,173.01. Motion carried 5/0.

 a. CD’s due in February: Treasurer Nielsen provided the District Board with a breakdown of what the current CD rates are at as they have increased slightly. He noted the money market has increased from .30% to .35%. The CD penalty for early termination is 3 months interest for a CD term of 12 months and 6 months interest for longer terms. Nielsen provided examples of how it would affect our current return in the event the District decided to terminate a CD early and pay the penalty. Two CD’s are coming due February 11, 2017 which are currently 12 month CD’s. Nielsen recommended taking $60,000 out of the money market and cashing in the two CD’s in February and taking out two new CD’s for 60 month terms at a rate of 1.90%. District discussed incoming cash flow and projects for the year, after much discussion a motion was made by Strandlie second by Gretsfeld to cash in the two CD’s coming due 2/11/2017 and adding $60,000 from money market savings and take out two new CD’s for 60 months at First National Bank at the best rate available. Motion carried 5/0. One CD will be for $100,000 and the other for $115,806 or the remaining balance. Hall to pull from safety deposit box for signatures and prepare paperwork for new CD’s with bank.

8. Old Business

 a. Flow Numbers: See discussion above.

9. New Business: None

10. Adjourn: There being no further business to discuss, motion was made by Gretsfeld second by Nielsen to adjourn the meeting, motion carried 5/0 and the meeting adjourned at 6:15 p.m.

Minutes by Darla Hall, Executive Director