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

**Approved Regular Meeting Minutes**

**February 15, 2017**

**@MLWSSD Office**

1. The regular meeting of the MLWSSD was called to order on February 15, 2017 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, Superintendent Keith Newman, Heidi Kroening and Abe Mach both representatives for Windemere Township.

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

3. Guests: Heidi Kroening, Windemere Township – Island Lake Drainage Project: Windemere Township Chair Heidi Kroening approached the District about a draining issue on Island Lake. There is an old culvert involving two property owners that is not functioning properly. The culvert has collapsed and a willow tree has plugged the culvert causing a drainage issue. The engineering firm SEH did a preliminary estimate of $100,000 for the project. Heidi went on to say that originally Jill Carlier of Pine County Soil and Water thought possible grant money may be available and suggested going in on it with the township on a cost share however since then the money has dried up with the county. Township is proposing to put in a concrete box culvert to eliminate the problem in the future. The township would own the easement and perform maintenance on it.

Since the plugged culvert causes flooding in the area which in a sense could affect the quality of the water Heidi questioned if this could be considered something in the scope of what the Sewer District can contribute to. Chairman Kuster referred to verbiage in Exhibit A from the Sewer District By-Laws which discusses the legislation that created the Sewer District which states “*providing for the creation of a sewer district and a sanitary sewer board to administer the district; providing for the collection, treatment, and disposal of sewage in the Moose Lake and Windemere area”.*  District also discussed how the water level would affect the lakes downstream which would be Sand Lake. Koski commented once the project was complete the idea would be to bring the lake to its natural level. Gretsfeld recommended Windemere Township get the Corp of Engineers involved or the DNR, or Pine County Soil and Water rather than the District. Superintendent Newman suggested they work with the local MN College programs like MN TAPP on getting intern students to help with the project for less cost. Kroening and Mach thanked the Sewer District for allowing them to come to the meeting and indicated they are looking for any help to resolve the issue. Heidi noted she will continue to knock on doors to get any grant or loan money she can to assist with the project and if anyone has any suggestions to please contact her or the township members.

4. Approval of Minutes:

a. Regular Meeting Minutes January 18, 2017/Organizational Meeting Minutes January 18, 2017. Motion was made by Strandlie to approve both the January 18th, 2017 Regular Meeting Minutes and the Organizational Meeting Minutes as written. Kuster commented that he would like to see removal of a sentence on page 2 of the regular meeting minutes paragraph 7. a. which discusses Hall getting cd’s from safety deposit box for signatures as it is a repetitive statement. Strandlie agreed to that change with Nielsen seconding his motion. Motion carried 5/0.

5. Executive Directors Report: Director Hall informed the Board that the computer was back up and running smoothly with the Window’s 10 issue being taken care of. The system is currently running smoothly on Windows 7 with no problems.

a. Banyon Data Vault – Cloud Backup: Hall received a proposal from Banyon Data systems for cloud backup of the billing program. The cost would be $79.00 for the year. Hall noted that she currently does a portable hard drive backup on the system which she keeps off site of both the billing system and the accounting system. District discussed a solid state memory or a more reliable type backup program and suggested she talk with Jason Haukland at Moose Tec to see what type he would recommend the District use.

b. Update on Audit: Hall noted that Deborah Medlin had to cancel for the audit this evening due to scheduling conflict. The audit is complete. Treasurer Nielsen and Hall will be reviewing the final draft and Medlin will present at the March meeting. Nothing out of the ordinary was noted in this year’s audit.

6. Superintendents Report: See written report as prepared by Keith Newman. Keith completed the house count in the Woodland/Kasper area. The information has been passed onto the Engineers along with the flows for the past several months to be looked at to determine billing method for the future and past rectification with the City of Moose Lake.

a. Sump Pump Inspection – Westmoreland: To be rescheduled with both Director Hall and Superintendent Newman in attendance. Message was sent to Ms. Westmoreland, waiting on response.

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss statement and the balance sheet with the District for the month of January. The balance in checking on January 31, 2017 was $38,642.16. Nielsen had been in to review the books and bank statements and found everything to be in order. Today’s claims include check numbers 11331 thru 11350 and include 2 EFT payments for a total amount of $14,352.60. Treasurer Nielsen commented that the two CD’s had been reinvested for 12 months but were reinvested in February so they will show up with the changes on the next investment inventory worksheet. Motion was made by Gretsfeld second by Koski to approve the treasurer’s report as presented as well as the issue of check numbers 11331 thru 11350 including 2 EFT payments for a total amount of $14,352.60. Motion carried 5/0.

8. Old Business

a. Flow Numbers: Director Hall noted the average flows for the period of January 1 thru February 7, 2017 were as follows: 44,533 from flow meter, 28,355 from Lift Station 1 and 4,747 from Kenwood. Hall noted that after looking at the house count between lift station 1 reading and the flow meter being 63 homes, it works out to be approximately 257 gallons per home per day for those 63 homes. In Kenwood there are 22 homes at approximately 216 gallons per home per day.

b. Directors Performance Review: Chairman Kuster prepared a performance review which all board members signed. Motion was made by Gretsfeld second by Strandlie for a 1% cost of living increase and a 3% performance increase for Director Hall effective February 2017. Motion carried 5/0. Board discussed the insurance reimbursement they have been making and suggested perhaps contributing the funds to her spouses HSA account since he carries the insurance. Hall to check into further and work with Treasurer Nielsen on how to make that happen.

9. New Business: None

10. Adjourn: Motion by Gretsfeld second by Strandlie to adjourn the meeting, motion carried and the meeting adjourned at 6:58 p.m.

Minutes by Darla Hall, Executive Director