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

**Approved Regular Meeting Minutes**

 **March 15, 2017**

**@MLWSSD Office**

1. The regular meeting of the MLWSSD was called to order on March 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, and Deborah Medlin, Wipfli.

2. Approval of the Agenda: There being no changes to the agenda motion was made by Gretsfeld second by Koski to approve the agenda as written. Motion carried 5/0.

3. Guests: Deborah Medlin, Wipfli – 2016 Financial Audit: Deborah Medlin reviewed the annual financial statements for the years ended December 31, 2016 and 2015. Financial Statements reveled a net profit for 2016 of $20,835 at year end. Accounting principles now require that the financial statements include reporting of the net pension liability. GASB considers it to be an essential part of the financial reporting for placing the basic financial statement in an appropriate operational, economic or historical context. Medlin commented that there were several pages of notes included in the financial statements explaining this and how the numbers are arrived at.

 Deborah Medlin discussed the employee insurance reimbursement and noted that the affordable care act has changed how things are handled. She commented that her recommendation would be for the District to just lump the insurance compensation directly into the same payroll check and deal with PERA directly. It was suggested to contribute to an HSA account at the last meeting, Hall checked into and her husband’s account is currently being contributed the maximum amount allowed for the year. Hall to check back to see when it was originally taxed by the District and contact PERA to catch up on the error of contributions plus lost earnings and have them send a bill to catch up to 2017.

 Record Retention was discussed briefly, Deborah Medlin to get information to the District regarding the standard practice on the method to follow for record retention. Hall to follow up on.

4. Approval of Minutes:

 a. Regular Meeting Minutes February 15, 2017: District reviewed the minutes. Spelling correction was noted as well as a sentence reworded. Motion was made by Strandlie second by Koski to approve the minutes as corrected. Motion carried 5/0.

5. Executive Directors Report:

 a. Payroll – Insurance Reimbursement: See discussion above under guest.

 b. Upgrade QuickBooks Program 2017: Director Hall reported that the District is currently using QuickBooks Pro 2014 and was recently informed they will no longer support it. District has two options: Upgrade to QuickBooks Pro 2017 for $219.95 or Enroll in QuickBooks Online Plus with Payroll for $26.00 per month plus $5.00 per person on payroll (+$35 per month). Hall noted that the District just paid for 2017 payroll in December at the cost of $603. She contacted QuickBooks and they indicated a prorated amount would be refunded if the District chose the second option of the monthly plan. Hall recommended buying the 2017 program as she felt it would be more cost effective in the long term aspect. District Board agreed. Hall to order the program and pay thru EFT payment.

 c. Insurance Renewal Forms: Director Hall presented the Board with the Liability Coverage Waiver Form. Motion was made by Koski second by Gretsfeld to indicate that the MLWSSD does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04. Motion carried 5/0. Hall to finish up insurance documents and get them submitted for renewal.

6. Superintendents Report: See written report as prepared by Keith Newman. Newman reported of a power outage during the night of March 8th. MN Power had 25 miles of line down between Willow River and Moose Lake. Newman kept an eye on stations and when power restored, the only station needing resetting was “E” which he reset to stay online.

 Newman discussed the previous cleaning and televising done in May of 2016 by Visu-Sewer. Any further work was postponed until stations 1 and D replacement projects were complete. Keith will be meeting with Todd on Tuesday March 21st at the District Office to get acclimated to the project and review the recommendation spreadsheet for the project to date. Keith will have Kelly Yahnke review the data and move ahead from there. District discussed one area in which a crush pipe is located which is approximately 18-20 feet deep. Keith to work with Visu-Sewer and Kelly.

 Sump Pump Inspection – Westmoreland: Director Hall and Superintendent Newman had conducted the sump pump inspection on the Westmoreland home prior to this evenings meeting and found no connection or indication of a connection of a sump pump. Bengston Property was also inspected this month. Only property left to be inspected is an abandon home at 4419 Kenwood Ave.

7. Treasurers Report: Treasurer Nielsen reviewed the balance sheet and profit and loss statement with the board. Nielsen had been into the office to review the bank statements and reconciliation and noted that the books were all in order. The balance in checking the end of February 2017 was $16,802.45. Claims were submitted today in the amount of $17,231.95 and included two EFT payments for payroll taxes as well as check numbers 11351 thru 11368. Nielsen noted the two new CD had been taken out for the 60 month terms during the month of February and the investment inventory had been updated to reflect that. Motion was made by Gretsfeld second by Strandlie to approve the treasurer’s report and the payment of claims submitted today for a total amount of $17,231.95 which include two EFT payments and check numbers 11351 thru 11368. Motion carried 5/0.

8. Old Business

 a. Flow Numbers: Director Hall noted the average flows for the period of January 1 thru March 1, 2017 were as follows: 46,803 from flow meter, 30,666 from Lift Station 1 and 6,725 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 305 gallons per home per day for those 63 homes. In Kenwood there are 22 homes at approximately 256 gallons per home per day. A couple of high flow days were around the 20th and 21st of February when the flow meter read 98,325 and 80,828 the next day, then flows went back down in range.

Hall noted she has spoken with Kelly Yahnke and he is working with the City Engineer. Hall will be talking with the City Administrator to determine best way to move forward with 2017 in determining final contract issues for calculating billing and attempting to set up a meeting to resolve those issues. With respect to last year’s flows, Kelly Yahnke suggested perhaps we may need to look at rainfalls to determine a % factor since both our readings and the City of Moose Lake’s readings had issues during the year.

9. New Business:

 a. Report from Strandlie and Kuster on Township Annual Meetings: Strandlie and Gretsfeld had both attended the Windemere Annual Meeting and provided the report and noted there were no questions of the sewer district and they noted that Chairman Heidi Kroening did not get reelected nor did the treasurer of their township. They did report that Jill Carlier of Pine County was able to come thru with some funding for the culvert project in Windemere enabling them to move forward.

Chairman Kuster attended the annual meeting for Moose Lake Township and provided the report on behalf of the District reporting on the lift station upgrades that had been done last year. Kuster commented that the District’s levy is 60% of Moose Lake Townships total annual budget.

10. Adjourn: Motion was made by Koski second by Gretsfeld to adjourn the meeting, the motion carried and the meeting adjourned at 7:07 p.m.

Minutes by Darla Hall, Executive Director