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

**Approved Regular Meeting Minutes**

 **April 19, 2017**

**@MLWSSD Office**

1. The regular meeting of the MLWSSD was called to order on April 19, 2017 at 5:30 p.m. by Vice Chairman Clifford Koski. Those in attendance included: Clifford Koski, Eric Nielsen, Clair Strandlie and Henry Gretsfeld. Also in attendance were Executive Director Darla Hall and Superintendent Keith Newman. Chairman Kuster was absent from the meeting.

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

3. Guests: None Scheduled

4. Approval of Minutes:

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

5. Executive Directors Report:

 a. John & Sheila Bjorklund – Service Line Repair: Director Hall informed the Board that they had received a second letter concerning John & Sheila Bjorklund’s repair. The letter came from Lommen Abdo Law Firm, written by Sheila Bjorklund, Counsel asking the board to reconsider their position on the repair. It quotes language out of the State Plumbing Code as well as our Ordinance and Policy and Procedure Manual. District Board asked Director Hall to forward the letters onto the District’s attorney and have them formerly respond to the homeowner, but indicated at this time the District’s position remains in that it is the homeowner’s responsibility unless the District attorney indicates otherwise. It was noted that this line was installed back in early 1980’s.

 b. 1st Quarter Treatment Fee’s 2017 – City of Moose Lake Rate Increase: Director Hall discussed the 1st Quarter Treatment Fee’s for 2017. She noted that a meeting has been set up for Monday, April 24th with the City and engineers to discuss the contract language, flow meter, and other key issues. Hall noted the District was notified by the City that the treatment rate was increasing $0.12 per 1000 gallons of flow due to treating of phosphorus this year and was effective January 1, 2017. This rate was increasing for both the State Prison and MSOP as well. Hall noted in accordance with the contract language the notification period was not met however the cost is minimal and justifiable and she felt the District should pay it. Hall noted the calculation of the Woodland customers are not calculated based on water meter readings but based on 240 gallons per home per day. Also the Kenwood North flow is calculated by dividing the number of homes and applying the flow to the appropriate entity since both City and District customers are there. These issues have been worked thru with the City and will be forthcoming in the new contract.

 Hall noted the other item on the claims today is the calculation for the flows for 2016 with the City. With the District flow meter not working properly in 2016, the 2015 flows were used for the calculations. The City’s engineer calculated out an average of flows based on the total flows for 2013 thru 2015 and the District’s portion of that. This resulted in the District’s flow being 11.71 percent of the total flow. This resulted in the District owing an additional $4879.44 on the 2016 flows. This will clear up the matter for 2016. Koski noted as well as the rest of the board that the numbers seemed justifiable along with the $0.12 per 1000 gallon increase. It was noted that it shows good faith on the District’s behalf in moving forward to resolve the contract issues. After much discussion a motion was made by Gretsfeld second by Nielsen to allow for the $0.12 per 1000 gallon increase as well as the payment of $4,879.44 on the 2016 flows payments but contingent on the progress towards a contract at the meeting next Monday. Motion carried 4/0.

 The Board went on to discuss one of the remaining items to be resolved at the meeting with the City on Monday which is dealing with excess flows. The City is proposing language that would charge $1.46 additional flow charge if the District goes over in a 7 month rolling period, however, if it happened consecutively for longer than a certain period of time with no resolution it would be double fee. Gretsfeld indicated he felt strongly there should be no penalties as the District has been working consistently on reducing I&I. District will continue to discuss at next meeting based on the outcome of the meeting on Monday.

6. Superintendents Report: See written report as prepared by Keith Newman. Newman located district main and manholes along and through parcel 63-022-3580 near the west end of Sand Lake Road as logging will be taking place in this area. Keith also received a call from the owner at 4046 Mirror Way regarding his service lateral. The homeowner wants to put in an apron or something over a portion of his lateral line. Newman informed him it is not recommended in case there are problems in the future but that it is the homeowner’s property and ultimately their decision.

 a. Visu-Sewer- Repair/Maintenance: Superintendent Newman met with Todd of Visu-Sewer to review the findings. Keith noted the section from I-1 to I-9 along the creek was not showing in plans for recommended repair and asked Todd to include this section as well and bring back a formal updated proposal. Keith also spoke with Todd on smoke testing and indicated that the District had done sump pump inspections in the area already. Todd’s suggestion was that this is mostly what would show up during smoke test and since the inspections had already been done perhaps the District should wait until after the present repairs are complete to see if the issue continues and then perhaps look at smoke testing. Visu-Sewer noted the ground has to be just right for smoke testing to show up in the lateral lines and that 80 to 90% of the smoke testing would show sump pumps and roof drain connections.

7. Treasurers Report: Treasurer Nielsen reviewed the balance sheet, investment inventory and profit and loss statement with the Board for the month ended March 31, 2017. Nielsen had reviewed the bank statements, cancelled checks, etc and found the books to be in order. Balance in checking on March 31, 2017 was $3365.54. Claims submitted for today total $24,920.10 and included four EFT payments (three payroll taxes and one for QuickBooks Upgrade) as well as check numbers 11375 thru 11386. Nielsen noted that the claims include the 1st Quarter payment to the City of Moose Lake as well as the final calculation on the 2016 flow payment to the City of Moose Lake. Motion was made by Strandlie second by Gretsfeld to approve payment of the check numbers 11375 thru 11386 as well as the four EFT payments for a total amount of $24,920.10. Payment to the City of Moose Lake for 1st Quarter Treatment Fee’s and the 2016 flow payment will also be approved as well contingent on the outcome of the meeting with the City of Moose Lake on Monday, April 24th. Motion carried 4/0.

8. Old Business

 a. Flow Numbers:

9. New Business: None discussed.

10. Adjourn: Motion was made by Gretsfeld second by Strandlie to adjourn the meeting, the motion carried and the meeting adjourned at 6:35 p.m.

Minutes by Darla Hall, Executive Director