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

**Approved Regular Meeting Minutes**

**May 17, 2017**

**@MLWSSD Office**

1. The regular meeting of the MLWSSD was called to order on May 17, 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 and Superintendent Keith Newman and engineer Kelly Yahnke, Bolton & Menk.

2. Approval of the Agenda: Agenda was amended to add Kelly Yahnke, Bolton & Menk as guest to discuss the contract with the City of Moose Lake. Motion was made by Strandlie second by Koski to approve the amended agenda. Motion carried 5/0.

3. Guest: Kelly Yahnke, Bolton & Menk: a. Draft Agreement – City of Moose Lake: Key Changes for Discussion – Flow Meter Ownership, Penalty Charge Language, Billing Monthly instead of Quarterly.

Yahnke reviewed some of the major items of discussion between the City and District during the negotiation period. It was noted that Kuster, Koski, Hall and Yahnke have been meeting periodically with the City of Moose Lake and working toward reaching an agreement since last April. The City engineer Brian Guldan has been working on the language along with Kelly Yahnke to come up with something that is acceptable and fair to both parties. With the current language as proposed the District would deed the monitoring manhole and flow meter to the City of Moose Lake. This would be dealt with in a separate contract. The City will be installing SCADA equipment along with it and rather than split this cost with the District, the District contribution would be giving the flow meter/manhole up to City and the City would in turn monitor, maintain and calibrate it. The City would share the flow information with the District. In turn the District would share the pump controller readings from Kenwood North and the City would then bill the District. It was questioned if the flow meter/monitoring manhole was in the road right of way or in the District easement. This would need to be followed up on.

The agreement identifies the method of calculating any excess flow to be based on a seven month period. The excess flow charge would be $1.46 per 1,000 gallons which is the same that the state facilities will be paying.

Kelly noted that an “act of god” paragraph has been added to the information which identifies what would happen in the event of bypassing of flow, which has happened in the past due to the heavy rains. At this time the District is not requesting any additional capacity and it does not appear that any is available from the City at this time. Kelly noted this may change in the future once some of the I&I issues are dealt with by the City of Moose Lake.

District discussed the language in the contract and felt comfortable with what was presented. Motion was made by Gretsfeld second by Strandlie to have Director Hall forward the contract language changes onto the attorney for review from the legal aspect prior to formal approval and to move forward with the transfer of the flow meter/manhole ownership to the City of Moose Lake. Motion carried 5/0. Yahnke to work up language for the monitoring manhole/flow meter ownership transfer which will also be sent onto the attorney for review.

4. Approval of Minutes: A sentence in the minutes was corrected as some wording had been left out leaving the sentence unreadable. Motion was made by Gretsfeld second by Nielsen to approve the April 19, 2017, Regular Meeting Minutes of the MLWSSD as corrected. Motion carried 5/0.

5. Executive Directors Report:

a. Draft Agreement – City of Moose Lake: See discussion above under Guest. Hall noted that the billing with the City of Moose Lake will now be monthly rather than quarterly. This will allow for the City to monitor the seven month flow data and bill for any penalties.

6. Superintendents Report: See written report as prepared by Keith Newman. Newman reported that on May 11 the City of Moose Lake requested the Kenwood Lift be turned off for installation of a manhole on Hickory Ave. Later that day Keith returned the station back on line. Later that evening the Kenwood alarm was on again and Chairman Kuster was notified by the ML Police Department. Kuster contacted Newman and the station was brought back on line. Keith noted to the police department that he is the one to be called in the event of an alarm. Board suggested all the stations be tagged with an emergency number contact information for the Superintendent.

Pesavent property had an issue with the lateral line on their Sand Lake property. Newman sent images of the system near the property at the homeowner’s request. Dale Sandberg had been out to the property to look it over. Keith dropped off the permit application and helped give an idea where service lateral was.

Newman talked with Meyer Construction regarding the completion of the project at stations 1 and D. Meyer will be coming to finish up the project once the area is good and dry.

A permit was issued this month for work on the Brad Boos property. They are disconnecting old dwelling and reconnect to a new dwelling. Gretsfeld asked about contractor’s information on file with the District and noted the work can only be done by a licensed plumber. Hall noted that she had just prepared to send letters out to the contractors requesting there information if they plan to work in the District. Gretsfeld will review the letter and suggest any changes so that the District gets the right information on file but noted that only licensed plumbers are to do work on the sewer line.

a. Visu-Sewer – Repair/Maintenance: Newman provided a copy of the 5/16/2017 Visu-Sewer Proposal for repairs. The proposal includes sewer lining, CIPP Installation, and Sewer Grouting. Board would like Kelly Yahnke to review the proposal from Visu-Sewer and make a recommendation to the board.

Superintendent Newman submitted a proposal from Quality Flow for the maintenance check and inspection of all lift stations. Total cost for all fourteen would be $1,650. Board approved Keith moving forward with Quality Flow on the lift stations.

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss and balance sheet for the month ended April 30, 2017 with the District Board. The balance in checking on April 30, 2017 was $19,733.16. Nielsen noted he had been into the office to review the bank statements and reconciliation and found the books to be in order. Today’s claims include two EFT payments for payroll tax as well as check numbers 11387 thru 11400 for a total amount of $8089.68. Hall noted she had transferred $40,000 from the checking to the money market savings account this month. Motion was made by Strandlie second by Koski to approve the treasurer’s report and payment of the claims to include check numbers 11387 thru 11400 and the two EFT payments for a total amount of $8089.68. Motion carried 5/0.

8. Old Business

a. Flow Numbers: Flow numbers were reviewed while Kelly Yahnke was at the meeting. The average flow from April 1 thru May 11th was 59,083 gallons per day. This does not include Kenwood North. Kelly reviewed the controller readings and believes the numbers may be recording a decimal off. He suggested contacting Quality Flow to have them look at that so the numbers are what they should be. Newman noted Bill at Quality Flow is who installed the controllers. Kelly will follow up with Quality Flow on getting it corrected.

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 6:45 p.m.

Minutes by Darla Hall, Executive Director