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

**Approved Regular Meeting Minutes**

 **June21, 2017**

**@MLWSSD Office**

1. The regular meeting of the MLWSSD was called to order on June 21, 2017 at 5:30 p.m. by Chairman Byron Kuster. Those in attendance included: Byron Kuster, Clifford Koski, Eric Nielsen, and Clair Strandlie. Henry Gretsfeld was absent from the meeting. Also in attendance were Executive Director Darla Hall and Superintendent Keith Newman.

2. Approval of the Agenda: Director Hall asked that item d. Pay Request #4 Meyer Contracting be added under her report. Motion was then made by Strandlie second by Koski to approve the agenda as amended. Motion carried 4/0.

3. Guest: None Scheduled

4. Approval of Minutes: There being no changes to the meeting minutes of May 17, 2017, a motion was made by Strandlie second by Nielsen to approve the Regular Meeting Minutes of the MLWSSD for May 17, 2017 as written. Motion carried 4/0.

5. Executive Directors Report:

 a. Agreement with City of Moose Lake – Attorney Response: Director Hall received an email response from attorney Mia Thibodeau on the draft Agreement with the City. The Board reviewed the document and agreed to the changes necessary. Hall explained that she will be going over the email with the engineer next week.

 b. Sale of Monitoring Manhole Agreement: Hall noted that the attorney pointed out even though the District is selling the monitoring manhole to the City of Moose Lake for $1, they will still be charged OM&R on that unit since the monitoring manhole would be a jointly used facility between the City of Moose Lake and The District. The Board was in agreement that this made sense and directed Hall to move forward with the final information on the manhole agreement and bring back along with the Agreement to the next meeting for formal adoption and approval.

 c. Request for Information – Neufeld/Smith: Hall provided the request for information from Neufeld. Kelly Yahnke is working on finding the documents for that main extension and Hall will forward onto property owner when they are received. Neufeld/Smith is concerned about properties selling near her land and wanted to make sure the District is aware that she has not authorized to allow for any extension across her property.

 d. Pay Request #4 – Meyer Contracting: Hall noted that Meyer Contracting had been out to finish up the project. Kelly Yahnke confirmed the work with Keith Newman and submitted final pay request for payment in the amount of $3919.00. Hall noted that the IC134 form from the MN Department of Revenue had been submitted with the paperwork and recommended final payment. Motion was made by Koski seconded by Strandlie to approve final pay request #4 for Meyer Contracting in the amount of $3919.00. Strandlie questioned the grading and seeding and Newman noted the grass is taking off but it may need a little touchup which he would take care of if necessary. Motion carried 4/0.

6. Superintendents Report: See written report as prepared by Keith Newman. Newman reported he had been out to look at a sink hole on the edge of the blacktop of Sand Lake Road near Tim Caroline residence. Newman along with Moose Lake Township Steve Aldrin checked out the situation. This area has been cleaned and televised in recent past and Newman doesn’t recall any issues that would cause a sinkhole but as a precaution would like Visu-Sewer to televise that stretch again when they are working in the area.

 Newman contacted Gobel Excavating to check on start date for sinkhole repairs at Fichtners. Keith will also have Gobel rebuild the approach road to that station (G) as it has settled in spots and become overgrown with grass.

 Meyer Contracting was on site completing the upgrades at station 1 and D. Keith noted they poured the concrete and took care of final grading of the approach area and seeding.

 a. Visu-Sewer – Repair/Maintenance Proposal: After the last meeting, Keith had engineer Kelly Yahnke review the proposals from Visu-Sewer and he felt they were reasonable and that the District should proceed with the project. We are on the schedule with Visu-Sewer for this year. Motion was made by Strandlie second by Nielsen to formally approve Visu-Sewer grouting proposal which was presented at the May 17, 2017 meeting of $26,572.60, sectional sewer lining proposal of $21,580.00, and the sanitary sewer CIPP install of $29,187.55 with the work to be completed this year. It was noted that there may be additional charges for any extra heavy cleaning etc. the company may run into while completing the project. Motion carried 4/0.

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss statement and the financials with the District for the month ended May 31, 2017. The balance in checking on May 31, 2017 was $9205.63 and Nielsen noted he had been in the office and reviewed the bank statements and reconciliation and found the books to be in order. Claims submitted today include check numbers 11401 thru 11419 as well as two EFT payments for payroll taxes for a total amount of $19,617.94. Nielsen noted the claims include the final pay request to Meyer Contracting as well as the yearly liability insurance for the District. Motion was made by Koski second by Strandlie to approve the treasurer’s report and the issuing of check numbers 11401 thru 11419 and including the two EFT payments for a total amount of $19,617.94. Motion carried 4/0. Nielsen noted that he will provide a mid-year review summary at the next meeting.

8. Old Business

 a. Flow Numbers: Average flow for the period of April 1 thru June 14th was 68,609. This does not include flow from Kenwood North Station.

 b. John & Sheila Bjorklund - Update Hall received a call from our attorney Mia Thibodeau informing her that Mrs. Bjorklund had called their office to discuss the letter they received and she still feels it is our responsibility. Attorney Thibodeau pointed out language in the policy and procedure manual indicating our position in that it is the homeowner’s responsibility.

9. New Business: None discussed.

10. Adjourn: There being no further business to discuss a motion was made by Strandlie second by Koski to adjourn the meeting, the motion carried 4/0 and the meeting adjourned at 6:26 p.m.

Minutes by Darla Hall, Executive Director