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

**Approved Regular Meeting Minutes**

 **August 16, 2017**

**@MLWSSD Office**

1. The regular meeting of the MLWSSD was called to order on August 16, 2017 at 5:30 p.m. by Chairman Byron Kuster. Those in attendance included: Byron Kuster, Clifford Koski, Clair Strandlie and Henry Gretsfeld. Eric Nielsen 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 the flow numbers be moved up to her report as item a. Motion was then made by Gretsfeld second by Strandlie to approve the agenda as amended. Motion carried 4/0.

3. Guest: None Scheduled

4. Approval of Minutes: District reviewed the minutes of the July 19, 2017 meeting. The sentence in last paragraph on page 1 should read “the then current hook up fee when they connect” rather than “a hookup fee (current fee), when they connect. Spelling correction was noted on page 2. Motion was made by Strandlie second by Koski to approve the Regular Meeting Minutes of July 19, 2017 as amended. Motion carried 4/0.

5. Executive Directors Report:

 a. Flow Numbers: Director Hall reviewed the flow numbers with the board and informed them that the numbers have been high during the month of July as well as second quarter. Average flow for the month of July was 79,153. Average flow for 2nd quarter was 75,696. The flows have been up since mid-May. Hall indicated she had spoken with Kelly about the numbers and he believes the District may need to ask for additional capacity. The dry weather flow was discussed as well. Hall to have Kelly look into the flows and determine if the District needs to look at asking for additional capacity from the City of Moose Lake. It was noted there was approximately 5 + inches of rain during the month of July and also repairs are scheduled yet this fall on some of the lines to reduce I&I and that should bring the flows down. Keith noted he may have the low side of Sand Lake televised again as he thinks there may be an issue there. Hall commented that due to the high flows it may have an impact on the Ryden Property connection which will be discussed later in meeting.

 b. Agreement with City of Moose Lake – Approval - Director Hall informed the Board that the City of Moose Lake had approved both the Waste Water Treatment Agreement dated September 1, 2017 as well as the Sale of Monitoring Manhole at their meeting last week. She noted this agreement is for the 67,000 gpd which we have been negotiating for quite some time. District may need to eventually ask for more capacity in the future but for now the agreement is based on the 67,000 gpd and any penalties will need to be paid in accordance with that. Motion was then made by Koski second by Gretsfeld to approve the Waste Water Treatment Agreement with the City of Moose Lake dated September 1, 2017, as written. The formal document will be signed once all of the attachments have been completed and the final copy printed. Motion carried 4/0.

 c. Sale of Monitoring Manhole Agreement – Approval – Motion was made by Gretsfeld second by Koski to approve the Sale of the Monitoring Manhole to the City of Moose Lake for the sum of $1, effective September 1, 2017. Motion carried 4/0. The formal document will be signed at a future meeting.

 d. Ryden Property (63-230-0080) Sand Lake Road – Engineers Recommendations - Hall informed the board that she spoke with Kelly Yahnke prior to the meeting regarding this connection. Kelly has indicated that the property would need to connect directly to the main rather than doing a manhole on the property as this would constitute approval from the MPCA for an extension. In light of the flows being up, Yahnke’s recommendation was to get approval from the City of Moose Lake first for what could potential be four additional connections in this area. If the City approves then the property owner would need to get written approval from Moose Lake Township regarding digging up the road to connect. The crushed pipe was discussed and Keith Newman noted that in his discussion with Kelly, the repair to that pipe could run into $300,000 to $500,000. He noted there did not appear to be any issue with I&I here and it was decided to not do anything with the pipe at this time but when the home owner connects, if something is found to be damaged at that time, the District will look at a repair then.

 e. Set Budget Meeting Date for September/Regular Meeting Date – Hall noted the September meeting date would need to be moved so that the budget meeting could be held the same night and allow enough time to certify the levy amount to the county. Budget Meeting was set for Wednesday, September 13, 2017 at 5:00 p.m. with the regular meeting immediately following. Hall to post and publish notices.

6. Superintendents Report: See written report as prepared by Keith Newman. Keith received a call from Dale Sandberg regarding connection of a double wide for Andy Czerniak on 94681 Sunset Lane. Andy was unaware of the permit requirement and questioned why Windemere Township didn’t say anything while obtaining a building permit. Newman then followed up Ryan Clark, Windemere zoning administrator and asked if something could be included in permit language to trigger whether a person would need to contact MLWSSD. Ryan will review the verbiage and make changes as needed.

No further action on the Visu-Sewer lining and grouting project. District is on the schedule but nothing to report this month.

Permits were issued to Sand Lake Resort for a seasonal permit and Dale Sandberg for a repair at Susan O’Day residents at 36469 Pine Grove Lane in Windemere Township.

Keith had several discussion this month with the engineer regarding the North Bay Plat area located along Sand Lake Road in Moose Lake Township. Newman noted they discussed District main and manhole locations in conjunction with these properties.

 7. Treasurers Report: In the absence of Treasurer Eric Nielsen, Director Hall provided a review of the profit and loss statement as well as the financials for the month of July 2017. Hall noted the balance in checking on July 31, 2017 was $41,179.29. Todays claims include check numbers 11437 to 11451 as well as two EFT payments for payroll taxes for a total amount of $16,451.86. Director Hall noted that quarterly billing was done this month which resulted in a lot of deposits therefore she transferred $60,000 to the money market account. Motion was made by Koski second by Strandlie to approve the treasurer’s report as well as payment of claims for a total amount of $16,451.86 which includes two EFT payments as well as check numbers 11437 to 11451. Motion carried 4/0.

8. Old Business

 a. Flow Numbers: Discussed above.

 b. Sump Pump/Lateral Line Ordinance – Hall informed the board she had printed off the Ordinance that WLSSD had passed regarding sump pump and later line inspections at point of sale. WLSSD was able to require the municipalities to enforce as they are essentially a customer of WLSSD. In the District’s situation the District is a customer of the City of Moose Lake. Hall noted she spoke with Attorney Mia Thibodeau regarding the issue and Mia indicated the District cannot require other municipalities (town or county) to enforce the requirements however the District could include it as a requirement in our ordinance but the question becomes how to enforce them. Mia noted that the City of Duluth enforces their point of sale inspection requirements mostly through educating real estate agents/brokers that a certificate of compliance must be produced at a closing or fines could apply. It was suggested perhaps we could ASK the counties if they would consider doing it and if they would then look into changing the ordinance to reflect that. It was also suggested to contact Rural Water and see how others handle the issue. Hall to look into.

9. New Business: Kuster questioned if the District should be looking at holding a special meeting in the future just to discuss I&I. Newman indicated that until the first round of repairs is done with Visu-Sewer the District will not know its effect. District discussed possible areas that may need to be looked at for potential I&I issues and it was noted Section E by the golf course should be reviewed again.

10. Adjourn: There being no further business to discuss a motion was made by Gretsfeld second by Strandlie to adjourn the meeting. The motion carried 4/0 and the meeting adjourned at 6:50 p.m.

Minutes by Darla Hall, Executive Director