**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**October 18, 2017**

**@ MLWSSD Office**

1. The Regular Meeting of the MLWSSD was called to order on October 18, 2017, at the District Offices. In the absence of Chairman Kuster, the meeting was called to order by Vice Chairman Koski at 5:30 p.m. Those in attendance included: Henry Gretsfeld, Cliff Koski, Eric Nielsen and Clair Strandlie. Also in attendance were: Superintendent Keith Newman and Executive Director Darla Hall.

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

3.Guests: None Scheduled

4. Approval of the Minutes: Motion made by Gretsfeld second by Strandlie to approve the Regular Meeting Minutes of September 13, 2017 as well as the Budget Meeting Minutes of September 13, 2017. Motion carried 4/0.

5. Executive Directors Report:

 a.Bjorklund Conciliation Court Update: Director Hall reported that the court date is still scheduled for Thursday October 26th at 9:00 a.m. Chairman Kuster will be out of town. Superintendent Keith Newman will be attending the hearing along with Matt Hanka of Fryberger Buchanan and also Tom Ronchetta from the League of MN Cities. Hall to email the League and confirm their attendance. Hall noted that Matt Hanka from Fryberger has asked for some additional information such as when the property was connected etc. Superintendent Newman noted that they would have been connected in 1982 and suggested providing a copy of the as built for that area which would indicate the date. Board discussed reimbursement to Newman as attending the court hearing is not a regular portion of his contract. Hall to reimburse for mileage and lost wages.

 b. Engagement Letter Wipfli 2017 Audit: Hall presented the board the engagement letter from Wipfli for the 2017 Audit and noted the price for conducting the audit to be $8,100. Motion was made by Strandlie second by Gretsfeld to enter into the engagement with Wipfli for the 2017 Audit. Motion carried 4/0. Treasurer Nielsen signed the documents.

 c.County Certification Listing Delinquent Accounts: Hall provided the listing of delinquent accounts. At this time there are $18,672.19 for Carlton County and $10,857.43 for Pine County. Hall noted that she expects several payments to come in before it is sent into the County’s for certification and would update the board on the actual amount certified in November. Motion by Nielsen second by Strandlie to authorize the Executive Director to certify the delinquent user fees of $18,672.19 to Carlton County and $10,857.43 to Pine County if they are not collected in office prior to notification to the respective county. Motion carried 4/0.

 d.Vacation: Director Hall informed the board she will be out of the office the first week of November and noted that this is also the time when the user fee bills are due. Hall will leave a message on the door as well as on the answer machine so that those people dropping off payment are aware of why the office is closed. Hall will be leaving on October 26th and will therefore miss the court hearing date but noted that she would have information ready for Newman before she leaves.

6. Superintendents Report: See written report as prepared by Superintendent Newman. Keith noted had trouble with Station 2 as the D-152 controller had failed. Keith had a spare on hand and was able to swap it out which saved a considerable repair cost. In light of that Keith asked the board for approval to upgrade another station to the new Quality Flow 1500ct controller. This would leave the District with another spare controller on hand to use to replace one if another D-152 controllers go down. Keith suggested upgrading Station D. The cost to upgrade the previous unit was approximately $3,500. Board authorized Keith to get the new controller for Station D.

Keith received a call from Mrs. Winkle’s at 4694 County Road 61 as she had water coming up on her basement floor. Newman checked out Station 1 as well as the manhole downstream from her residence and found everything to be fine. Keith stopped by Mrs. Winkle’s and discussed the findings. Many years ago she had root intrusion in her service lateral and with all the tree’s it’s a pretty good chance that it has reoccurred. Newman suggested she contact a sewer service and have them look into obstruction in her lateral line.

Gobel Excavating started on drainage culvert replacement and rebuild of the approach road. They should have the project complete October 19th. Newman will hold the payment to them until final inspection of the work as their payment has been included with today’s claims.

A permit was issued for disconnect of an old cabin on the Mike Licari property (63-290.0085). The cabin was disconnected as the Licari’s plan to have the cabin torn down.

 a.Visu-Sewer Update on Project: Keith reported that Visu-Sewer was here during the month and has completed the manhole to manhole lining at A6 to A7 and C4 to C5 as outlined in the project. They will be back to do the shorter lengths and manhole grouting.

7. Treasurers Report: Treasurer Nielsen reviewed the balance sheet and profit and loss statement with the board. Nielsen had reviewed the bank statements and found the books to be in order. Claims were submitted today for $32,722.13. Hall noted that an additional claim needs to be added to the listing for $250 to Gobel Excavating for a line locate which she missed when processing the listing, therefore the total claims for today are $32,972.13 which include check numbers 11469thru 11488 as well as three EFT payments for payroll. Hall noted there was a claim included today to Ellen and Ray Cox for $60 which is reimbursement of user fees. Hall noted they had sold the property but paid for the entire quarter and asked for reimbursement of the month of September. Normally this is handled ahead of closing and the amounts are prorated. Motion was made by Strandlie second by Gretsfeld to approve the treasurer’s report and to pay claims in the amount of $32,972.13 which include three EFT payments and check numbers 11469 thru 11488. Motion carried 4/0.

8. Old Business:

 a.Flow Numbers: Hall noted the average daily flow for the period of July 1, 2017 thru September 30, 2017 was 72,181 gallons per day.

9. New Business: Hall provided a copy of some newspaper articles which Kuster had submitted for review. One was regarding smoke testing which the board will be looking into conducting after the Kenwood area repairs are complete and additional flow data is obtained. The newspaper article was good information to perhaps include when it’s time to do the District’s smoke testing.

10. Adjourn: There being no further information to discuss a motion was made by Gretsfeld second by Strandlie to adjourn the meeting. The motion carried and the meeting adjourned at 6:30 p.m.

Minutes by Darla Hall, Executive Director