**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**August 15, 2018**

**@ MLWSSD Office**

1. The Regular Meeting of the MLWSSD was called to order on August 15, 2018, at the District Offices. Chairman Byron Kuster called the meeting to order at 5:30 p.m. Those in attendance included: Chairman Byron Kuster, Cliff Koski, Clair Strandlie, Henry Gretsfeld, and Eric Nielsen. Also in attendance were Executive Director Darla Hall, and Superintendent Keith Newman.

2. Approval of the Agenda: Motion was made by Strandlie second by Koski to approve the agenda as written. Motion carried 5/0.

3. Guests: None Scheduled.

4. Approval of the Minutes: There being no changes to the minutes of July 18, 2018, a motion was made by Gretsfeld second by Koski to approve the Regular Meeting Minutes of July 18, 2018 as written. Motion carried 5/0.

5. Executive Directors Report:

 a. Set Meeting Date for September Budget/Regular Meeting – Hall noted that the levy needs to be sent to the county by September 15th which is before the next meeting date. She asked that the meeting be changed. District board set the September Budget Meeting date for Wednesday, September 12th at 5:00 p.m. with the Regular Board Meeting immediately following. Hall to post and publish legal notices.

 b. Ryden Property 63-230-0080 Update: Director Hall noted she has not heard any further information on this connection. Hall mailed out the plumbing contractor requirements that needed to be met to work in the District as well as the permit application to both the general contractor and the plumbing contractor. Keith noted that they needed to get letter from the Township with approval to cut into the black top road. Keith had spoken with Moose Lake Township Supervisor Steve Aldrin regarding the matter and Steve had questioned if they could connect at a manhole or a pipe from another home. Keith informed him that they need to connect directly at the main.

6. Superintendent Report: See Keith’s report for the full month activities. Keith reported that Station G needs a washout fixed of a newly installed culvert. It lies between two homes and with the heavy rainfalls it has washed out on one end. Keith noted there are several other stations that could use a touch up as well to the elevations and washouts filled. Keith will move ahead with having that work completed.

There have been several problems with the Kenwood station. Keith has had Quality Flow out to do some repairs. Issues were a faulty pump hour meter and a seal failure warning light. Keith will have them switch out this pump with a spare when Quality Flow comes to do inspections. Keith also noted that he checked with Quality Flow on the configuration of the controllers at Kenwood Lift and sure enough if the pump is off but calling for that pump it will records as if it were running. Keith noted that this data is used for calculating the payment to the City of Moose Lake and asked them if the wiring could be done in a more complex manner to prevent this and provide accurate data. Quality Flow to get back to Keith with pricing.

Keith contacted Todd Stelmacher at Visu-Sewer regarding how many gallons of water were used during the cleaning and repair work on our system this years and amount was reported to the City of Moose Lake for billing the District. Total gallons used were 21,000. Keith also requested Todd to make time to discuss the next round of repairs with Visu-Sewer.

7. Treasurers Report: Treasurer Nielsen reviewed the balance sheet and profit and loss statement with the District. Balance in checking on July 31, 2018 was $33,295.82. Nielsen had reviewed the bank statement and reconciliation for the month of July and found the books to be in order. Claims submitted for today include 2 EFT payments for payroll tax as well as check numbers 11659 thru 11674 for a total amount of $16,705.77. Motion was made by Strandlie second by Gretsfeld to approve the treasurer’s report and the payment of today’s claims totaling $16,705.77 to include 2 EFT payments and check numbers 11659 thru 11674. Motion carried 5/0.

8. Old Business

 a. Flow Numbers: The average flows for the month of July were 88,757 gpd. Hall presented the graph of the flows from the flume stations as well as Kenwood North lift station. It was noted that perhaps rainfall totals could be included in on the graph somehow.

9. New Business: None to discuss

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 and the meeting adjourned at 6:20 p.m.

Minutes by Darla Hall, Executive Director