**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**December 19, 2018**

**@ MLWSSD Office**

1. The Regular Meeting of the MLWSSD was called to order on December 19, 2018, at the District Offices. Chairman Kuster called the meeting to order at 5:32 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 Gretsfeld to approve the agenda as presented. Motion carried 5/0.

3. Guests: None scheduled

4. Approval of the Minutes: There being no changes to the minutes a motion was made by Nielsen second by Strandlie to approve the November 14, 2018 regular Meeting Minutes of the MLWSSD as written. Motion carried 5/0.

5. Executive Directors Report:

 a. Engagement Letter Wipfli 2018 Audit – Director Hall presented the engagement letter for the 2018 Audit. Wipfli has indicated the audit to cost $8,300 for the year. Motion was made by Koski second by Strandlie to approve the engagement letter from Wipfli for the 2018 Audit at the amount not to exceed $8,300. Motion carried 5/0.

 b. Lateral Lines – Ordinance Language: Director Hall has been working with Attorney Mia Thibodeau regarding the lateral line inspections. At this point it doesn’t appear that the ordinance language would need to be changed. The attorney suggested the District send the home owner’s letters indicating the District will be doing televising and the inspection for I/I and will include the lateral from the homes to the main line and the televising device will enter via the main line and inspect into the lateral sewer line on the homeowner’s property. Mia is working on obtaining a form (license to enter document) in the event the District should need to get on the homeowners property. This form needs to be signed by the home owner if the District would need to go onto the property. Should the District find an issue with a homeowner’s lateral, then the District would send the homeowner a notice requesting they fix the problem and note that the extra water flowing into the system is I/I and is in violation of Ordinance No. 1, Section 8.1. District would need to provide them with a date to repair the problem by or the homeowner may request a hearing on the issue if they have questions. (Section 12.2 of Ordinance No.1). If the homeowner does not fix the problem within the set timeline, the District can fine and or charge the homeowner with a misdemeanor.

Director Hall noted that she had concerns with the language in the Ordinance as it states “upon conviction” and questioned if the matter would need to go to court. Hall to check back in with the attorney for a more explicit explanation. Gretsfeld commented it may be a violation of plumbing code and the state may need to get involved which may impose a fine.

Kuster commented that the City Administrator verbally agreed to share in cost of doing the inspection of lateral lines in Kenwood as this would include their customers. Director Hall also commented that the attorney suggested the District may want to look into adopting a “point of sale” ordinance which would require homeowner to conduct a lateral inspection before they can sell their property. Hall handed out a sample ordinance from the League of Minnesota Cities addressing the point of sale issue and noted it may be something the board may want to consider adopting.

 c. Set Organizational Meeting for January- District Board set the Organizational Meeting for 5:00 p.m. on January 16, 2019 with the regular meeting immediately following the closing of the Organizational Meeting. Hall to post and publish notices.

6. Superintendent Report: See Keith’s report for the full month activities. Superintendent Newman attended the MPCA Collection System Seminar in Vadnais Heights and received his certification which is good for three years. In that time Keith will need to obtain 8 CEU hours in order to recertify.

Keith has been in contact with Phil Entner regarding a disconnect at the Stasson cabin on Sunset Drive (33-5300-000). After finding out they would need to disconnect as close to the original stub as possible they have decided to leave it connected.

Superintendent Newman has been working with Earl Tyson, owner of Coffee Lake Mobile Home Park on several disconnects. He is planning on capping five mobile home sewers at the park and demolishing them. During the summer he will have a licensed plumber cap them off closer to the park’s main sewer. Tyson must notify the Superintendent at the time of each disconnect.

District discussed the connection at 63.230.0080 (Ryden Property). Director Hall and Superintendent Newman have not received any further information from the Ryden’s regarding the connection. Ryden’s were supposed to go to the township for written approval of cutting into the road for connection, submit engineered drawings for Bolton & Menk to review prior to issuance of a permit as well as submit their connection fee and permit fee. Board members noted that a house has now been moved in along with a garage. Director Hall to send an email to the Ryden’s to follow up on.

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss statement and the balance sheet for the month of November with the Board. Nielsen had reviewed the bank statements and reconciliation and found the books to be in order. Balance in checking as of November 30, 2018 was $11,041.79. Claims for the month of November total $14,967.79 and include 2 EFT payments for payroll, one EFT payment for the payroll program, and check numbers 11725 thru 11744. Hall noted the claims also include a check to Coffee Lake Mobile Home Park for $125 for reimbursement of a permit fee. They had submitted a check for $150 but the permit fee should have only been $25. Motion was made by Strandlie second by Koski to approve the treasurer’s report and payment of the claims for a total amount of $14,967.79 to include the three EFT payments as well as check numbers 11725 thru 11744. Motion carried 5/0.

Chairman Kuster questioned if the District should look at cashing in a few CD’s early to take advantage of better interest rates. The District has one coming due July 6, 2019 at 1.05% and another coming due July 6, 2021 at 1.50%. Treasurer Nielsen will look into but suggested perhaps waiting until the July CD comes due.

8. Old Business

 a. Flow Numbers: Director Hall reported the average flow for the month of November was 72,354. It was noted that the data from November 19 to November 30 was 2017 flow meter readings as the City of Moose Lake’s fiber optic cable was damaged and they were unable to get the actual flow from the SCADA unit. The City attempted to retrieve data from the flow meter for that period of time however, the data hadn’t been downloaded since August (last readings from Keith) and the file was too large to open.

 b. Website Counter: Counter has been set up on website.

 c. Update of Beyer Back-Up: Hall informed the board that she has been in contact with the adjuster at the League of Minnesota Cities regarding the Beyer backup. She explained what had happened and also informed them of the asphalt/concrete that was pulled from the manhole just down from the Beyer residence. The adjuster was going to contact the City of Moose Lake regarding the matter as he felt they may need to submit a claim. Hall sent the minutes from the meeting when the backup was discussed with the homeowner as well as the Superintendent Reports and the invoices from Quality Flow for the Kenwood Lift to the adjuster for their records.

9. New Business: None to discuss.

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

Minutes by Darla Hall, Executive Director