**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**February 21, 2018**

**@ MLWSSD Office**

1. The Regular Meeting of the MLWSSD was called to order on February 21, 2018, at the District Offices. The meeting was called to order by Chairman Kuster at 5:30 p.m. Those in attendance included: Byron Kuster, Cliff Koski, Eric Nielsen, Clair Strandlie and Henry Gretsfeld. Also in attendance were: Executive Director Darla Hall, Superintendent Keith Newman, Wipfli Representatives Deborah Medlin and Jen Smith.

2. Approval of the Agenda: Director Hall asked that Annual Meetings be added under her report. Motion was then made by Gretsfeld second by Koski to approve the agenda as amended. Motion carried 5/0.

3. Guests: Deborah Medlin and Jennifer Smith – 2017/2016 Audited Financial Statement: Deborah Medlin and Jennifer Smith reviewed the annual financial statements for the years ended December 31, 2017 and 2016. Financial Statements reveled a net operating loss of $11,641.00 at year end. Medlin noted however that costs were up for the City of Moose Lake in that the District started paying for another debt service in 2017. It was also noted that capital assets were reduced by $20,653 as a result of the sale of the monitoring manhole to the City of Moose Lake in September of 2017. It was noted that the only finding of facts was the lack of segregation of duties due to the office only having one staff member handling all transactions. Deborah noted this finding will never go away from the audit and that there were no other items to report.

At the conclusion of the financial review, Deborah informed the Board that she will be retiring in May and that Jennifer Smith would be taking over the audit. The Board thanked her for her years of service with the District.

4. Approval of the Minutes: District reviewed the regular and organizational meeting minutes from January 17, 2018. District discussed the paragraph concerning easement recordings of homeowners and that the paragraph should state the homeowner would be charged rather than responsible for recording of easement. This relates to the case in the event a homeowner asks for permission to cross the sewer line with water lines, etc. The District will record but charge the customer back for recording fees. A few minor typos were corrected as well in the regular minutes. Motion was then made by Koski second by Strandlie to approve the January 17, 2018 Organizational Meeting Minutes as written and the Regular Meeting Minutes of January 17, 2018 as corrected. Motion carried 5/0.

5. Executive Directors Report: Director Hall noted that at the last meeting it was questioned if the Evergreen could be used for posting meeting notices. Hall inquired at the paper and it was noted that the Evergreen is not considered a “legal” publication.

 a. Easement on Property 33.0162.000 – Attorney’s Draft: Director Hall provided the Board with a copy of the draft amendment to the easement for the property located at 33.0162.000. The homeowner addressed Keith a few months back concerning the installation of a well and having to run the water pipes over the District easement. Board approved the language of the draft amendment but noted document should read “recorded in Pine County rather than St. Louis County”. Hall to get corrected. Superintendent Newman will work with the homeowner on what would need to be signed before the work can take place. At this point it is uncertain if they are moving forward with the project, however, the District will now have a document available in the future for other situations as such in the event authorization is granted by the District.

 b. Pine County’s Request for Sewer Information for Beacon Map: Hall reported to the Board that an email had been received from Pine County stating they are in the process of developing a sewer line identification layer to Beacon, the GIS (Geographical Information System) online portal. Once this information is available online, guests searching for property information will be able to select a layer which will indicate properties with city sewer and other sewer district connections and availability. Hall noted they are asking the District to submit parcel identification numbers of those properties in the District which are connected to or have access to the sewer line. Hall expressed her concerns to the District about those properties that are currently not connected or within 400 feet of the line and not developed. If someone were to just pull up the information they may assume they don’t need to connect when in reality they may need to. District discussed the issue of the parcel numbers and suggested sending the map for an overlay of the properties in Pine County and perhaps an email explaining any property within 400 feet of that would need to connect. Hall to contact the county to see if the information will be adequate and express the concern of the 400 feet from the line issue.

 c. Annual Meetings in March: Hall discussed the annual meetings approaching in March for the two townships. Kuster agreed to attend the Moose Lake Township Meeting and Strandlie will attend Windemere Township to provide an update on the District. Suggested items to report are the completed contract with the City of Moose Lake, information on the levy for 2018, and the lawsuit with the homeowners that took place this fall. Hall to write a summary of the years events and get out to Kuster and Strandlie.

6. Superintendents Report: See written report as prepared by Superintendent Newman. Superintendent Newman contacted Moose Lake Township board members asking them to look at the creek water level at Sand Lake Road. Board Member Steve Aldrin stated that he has not seen this occur in the past and that the township has installed a heat tape through the culvert so that in the event of a quick thaw a generator can be hooked to it and hopefully avoid flooding.

Keith discussed the parcel 63-190-0020 currently owned by Mark and Susan Opdahl located on Mirror Way. There is no stub so a connection would be made at the main. They have recently put a small wooden building on the property and would like to connect to that. Keith informed the Opdahl’s he would need to check the plumbing code and District ordinance to see if it is even possible to connect that type of structure as it currently has no foundation etc. Mark Opdahl’s indicated that he has permits from the county. Newman questioned if it needed some type of certificate of occupancy. Hall will check ordinance and policy and procedure manual to see if this is addressed in any way and get back to Keith. Gretsfeld noted it is his understanding that if it doesn’t meet the building code it cannot be connected.

 a. Visu-Sewer Update on Project: No action this month however Keith has a call into Kelly Yahnke to discuss his opinion on the project whether to stay on course or consider a change.

 b. Gamst Property Connection (property next to Urbaniak): Superintendent Newman got a call from Unity Country Realtors seeking information on the Gamst property 63-022-3262 south of Kasper Addition. He wanted to know steps to get sewer to the lot. Current or new property owner would need to secure an easement from the neighboring property owners to gain access to the Districts sewer main, pay the connection fee, obtain a permit from the District following all requirements and pay the monthly user fee.

7. Treasurers Report: Treasurer Nielsen reviewed the balance sheet and profit and loss statement with the District Board. Balance in checking at 1/31/2018 was $18,617.64. Nielsen had reviewed the bank reconciliation and statements and found the books to be in order. Today’s claims submitted for payment include check numbers 11551 thru 11570 as well as two EFT payments for a total amount of $14,250.11. Hall noted included with the claims for today is a payment to Pokegama Township for $50 for reimbursement of attendance fees for the Rural Water Convention the first week of March as they submitted payment for her to attend. Also, the City of Moose Lake and the District engineers calculated the penalty fee for 2017 on sewer gallons per day overages which total $1,174.30 and is also included in today’s claims. Motion was made by Koski second by Strandlie to approve the Treasurers Report as well as the payment of claims totaling $14,250.11 which includes check numbers 11551 thru 11570 and the two EFT payments. Motion carried 5/0.

 a. Investment Options: Treasurer Nielsen reviewed a seven year investment option with the District Board. Nielsen is proposing to cash in the July 25, 2018 CD early and combine with funds from the Money Market to invest $400,000 in a seven year term. Options considered were CD’s, Treasury Bonds and a Municipal Bond Ladder. T-Bonds came in at a rate of 2.69% for 7 year, municipal bond ladder came in at 4.3% less 1.2% management fee for 3.1% rate for the first two years and years three thru seven would likely be at a higher rate, but was a more complex option. First National Bank came in at 3% for 7 years and would waive the penalty if the July 25th 2018 CD is reinvested at the bank. Motion was made by Koski second by Gretsfeld to cash in the July 25, 2018 CD for $194,408 and combine with money market funds to take out a new CD with First National Bank in the amount of $400,000 for a seven year term. Motion carried 5/0.

8. Old Business:

 a.Flow Numbers: Director Hall provided a copy of the invoice and flow totals for the City of Moose Lake. It was reported that the average daily flows for the month of January 2018 were 57,171 gallons per day. Hall to look into what the previous year’s flows were for this period of time.

 b. Unrecorded Easements Pine County: Hall noted the three parcels that were discovered as not having the easements recorded have now been recorded.

 c. Directors Performance Review: Kuster noted that he had prepared a written review and asked that Hall leave the room for the Board to discuss. Motion was then made by Gretsfeld second by Koski to approve the written performance review. Motion carried 5/0. Motion was then made by Strandlie second by Gretsfeld to give Director Hall a 3% performance increase effective February 2018. Motion carried 5/0. Hall then questioned Chairman Kuster if he had received her email that was sent the day after the January meeting concerning her review. Kuster had not. Hall briefly explained the content of the email stating that she wanted the board to be aware of the fact that the insurance reimbursement she was receiving now has PERA applied to it and wanted that to be taken into consideration before an increase was considered since it costs the District additional funds. In addition Hall noted that she had included a list of items she wanted to try and complete in 2018. Hall will forward the email onto the Board members to discuss at the next meeting. In checking into the email after the meeting it was found to be sent to the wrong email address which is why Chairman Kuster did not receive it.

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 7:40 p.m.

Minutes by Darla Hall, Executive Director