**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**January 17, 2018**

**@ MLWSSD Office**

1. The Regular Meeting of the MLWSSD was called to order on January 17, 2018, at the District Offices immediately following the closing of the Organizational Meeting. The meeting was called to order by Chairman Kuster at 5:10 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.

2. Approval of the Agenda: Hall asked that item C. MRWA Wastewater Conference be added to her report. Motion was made by Strandlie second by Koski to approve the agenda as amended. Motion carried 5/0.

3. Guests: None Scheduled

4. Approval of the Minutes: One typo was noted on the regular meeting minutes of the December 20, 2017 meeting. Motion was then made by Nielsen second by Strandlie to approve the Regular Meeting Minutes of the December 20, 2017 meeting as corrected. Motion carried 5/0.

5. Executive Directors Report:

 a. Update on End of Year: Hall noted that she has been busy gathering information for the year-end audit. Deborah Medlin, Wipfli will be coming to meet with Hall and Treasurer Nielsen on January 29th with hopes that the audit will be complete by the February meeting date.

 b. Attorney Information on Crossing District Easements: Director Hall discussed the issue of the homeowner looking to install a well pipe over the District easement with Attorney Mia Thibodeau, Fryberger Firm. Mia indicated that this has occurred in other areas with things such as dog fencing etc. District has two options to consider.

1. Develop a written agreement with the homeowner. This would not get recorded but be an agreement between the property owner and the District and remain on file.
2. Write an Amendment to the Easement which would get recorded.

Hall noted she would recommend going with an Amendment so that in the event the property sells in the future, those people would have a record on file with the County. Mia also mentioned the District will need to decide if they want to resurvey the area in question as a lot of time the information is surveyed for as-built drawings and sometimes the locations move a bit during construction. District decided they would prefer to deal with this issue on a case by case basis. Hall to check and confirm with Keith on the easement location in this particular case and get back with the attorney to draft an Amendment to the Easement.

District decided that the District would pay the fees to have the agreement prepared by our attorney, but the homeowner will be charged for the recording fees of the document.

Hall also discussed the recording of “unrecorded easements” with the attorney. Several months back Keith noted that there was an instance that came up in which the District had a utility easement on the property line of two properties that was drafted and signed by property owners but never recorded. This area is in the Lords Lake Rd area. Hall checked into the process of recording and the county noted a drafting statement is needed at the bottom of the document. Hall to see if she can find who originally drafted the easements to obtain a drafting statement. If this isn’t possible, the District may need to look at having Fryberger Law Firm review the easements and prepare for recording with their drafting statement.

 c. MRWA Wastewater Conference: Director Hall noted she did not attend the Wastewater Conference last year but would like to possibly go this year. Board approved her to attend the conference March 6 -8 in St. Cloud and will reimburse for mileage/lodging. Hall will check into to see what the cheaper option between the two is.

6. Superintendents Report: See written report as prepared by Superintendent Newman. District reviewed Keith’s report. Minnesota Power had a huge power outage from south of Duluth to Hinckley. The power was out from approximately 2:30 and started coming back up after 9:30 which had an impact on the District’s system and caused a voltage issue at the stations. Aardvark Sewer Service was called in to pump a few of the stations until the issue was resolved. It was bitter cold when this took place. Keith had Quality Flow upgrade some motor savers in control panel at station D as they were very old models. Keith noted the new models have external adjustments so in this case we could have tweaked them a bit instead of having to bypass the station.

7. Treasurers Report: Treasurer Nielsen reviewed the balance sheet and profit and loss statement with the District for the month ended December 31, 2017. He noted that he had been in to the office and reviewed the financial statements and bank statements and found the books to be in order. Balance in checking on December 31, 2017 was $31,421.12. Claims have been submitted for payment today for a total amount of $18,268.11 and include three EFT payments for payroll taxes as well as check numbers 11527 thru 11550. Nielsen commented that he had met with Craig Prudehomme and there are some other options of no risk local bonding investing rather than CD’s. Nielsen will discuss more at the next meeting. Motion was made by Gretsfeld second by Strandlie to approve the Treasurers Report as presented as well as the payment of the claims in the total amount of $18,268.11 to include check numbers 11527 thru 11550 and the three EFT payments. Motion carried 5/0.

8. Old Business:

 a.Flow Numbers: Director Hall provided the District with the December 2017 flows. Average flows for the month were 54,034 gallons per day. Hall noted that she spoke with City Administrator Tim Peterson regarding taking over the flow station and billing. Tim indicated they are still waiting for fiber optics to be installed at the station before taking over. District will continue until that process is completed.

9. New Business: Gretsfeld expressed his concerns regarding the moratorium on connections and the future of the system in general. He noted that the City of Sturgeon Lake will not be given a discharge permit and are looking at approximately 10 more years until they will need to start sending sewage somewhere else. He noted the City of Sturgeon Lake is interesting in working with the City to discuss needs for a treatment plant for future use and expansion. District discussed the past regional meetings that have been held trying to accomplish this goal. Kuster suggested the City of Sturgeon Lake needs to let the City of Moose Lake know their concerns.

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 6:03 p.m.

Minutes by Darla Hall, Executive Director