**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**July 18, 2018**

**@ MLWSSD Office**

1. The Regular Meeting of the MLWSSD was called to order on July 18, 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 Gretsfeld second by Strandlie to approve the agenda as written. Motion carried 5/0.

3. Guests: None Scheduled.

4. Approval of the Minutes: Motion was made by Gretsfeld second by Koski to approve the Regular Meeting Minutes of June 20, 2018 as written. Motion carried 5/0.

5. Executive Directors Report: Director Hall reported that she has continued to work on organization of files in the office. The 2nd quarter billing was sent out the first week of July and office traffic has been busy with people stopping to pay their bill as well as property closing and parcel information searches. Hall noted she will be working on some changes to the ordinance language later this fall but would like to finish up the file work in the office first.

Hall provided the Board with a copy of the email that was sent to the property owner on Sand Lake (Ryden) regarding the requirement for connecting to the main. She indicated that several calls have been received from contractors working on the project but no permit application has been submitted or payment for connection fee. In addition the property owner is required to get approval from Moose Lake Township first to be allowed to dig into the road and bonds will need to be in place by the contractor. Superintendent Newman noted the contractor had contacted him as well and he indicated that the information sent in the email explains what needs to be done before a permit can be issued.

6. Superintendent Report: See written report as prepared by Superintendent Newman. Newman received a call from a parcel owner on Sand Lake Road concerning water that shot out of her toilets when Visu-Sewer was jetting some of the lines. She indicated that it had made a mess and caused some damage. Keith informed her to contact our office with a summary of what had taken place. Keith talked with the Visu- Sewer crew and they noted they were using normal pressure in that area and he said it is most likely the homeowners vent pipe was obstructed causing the problem because if the vent pipe is obstructed the pressure will vent in the next easiest place which is toilets and drains. Hall noted that she did email the office with her concerns and that it was addressed.

Keith received a call about a possible sewer connection to parcel 33.0123.000 located on West Frontage Road in Windemere Township. Property owner indicated he could get a sewer easement from the neighbor and wanted to build a shower house of sorts and then a place to dump his campers. Newman informed the property owner that kind of a connection was not allowed within the district except for licensed campgrounds.

Visu-Sewer has finished the current rehabilitation project consisting of manhole to manhole liners, grouting and short liner repairs. Keith asked the board for permission to work with Director Hall and Todd of Visu-Sewer to look over the original televising and recommendations and from that bring forth additional areas that require repairs. Newman noted that Station “G” had higher pump readings and it appears the seals are leaking between the concrete sections. Keith has discussed this issue with Todd at Visu-Sewer and this will be addressed. Keith will be inspecting the remainder of the collection wells. District board approved for Keith to get quote on next sections of repairs.

7. Treasurers Report: Treasurer Nielsen reviewed the balance sheet and the profit and loss statement with the Board for the month of June. Nielsen had reviewed the bank statements and reconciliation and found the books to be in order. Balance in checking on June 30, 2018 was $72.88. Treasurer Nielsen noted that the first half of the levy from both counties was received in July. Claims submitted for payment today include check numbers 11642 thru 11658 as well as three EFT payments for payroll taxes for a total amount of $86.862.39. City of Moose Lake debt service payments for principal on the two debt services accounts are included with today’s claims as well as a payment to Visu-Sewer for work that has been completed to date. Hall noted there is still a small retainage of approximately $1,300 left to pay Visu-Sewer. Nielsen also reviewed the 2018 mid-year financial report showing income versus expenses as well as a statement of fund balances. The report compares 2018 to 2017 numbers for same period of time. The fund balances have increased by approximately $130,544 since June 30, 2017 largely due to the investment returns. Motion was then made by Koski second by Strandlie to approve the treasurer’s report as presented as well as payment of claims in the amount of $86,862.39 which includes three EFT payments and check numbers 11642 thru 11658. Motion carried 5/0.

8. Old Business

 a. Flow Numbers: Average flow for month of June were 84,737 gallons per day. Hall noted that there were 9 days of no recordings at Kenwood North lift so an average flow per day for the month was used for those days. This was approved by City of Moose Lake Administrator.

9. New Business:

10. Adjourn: There being no further business to discuss a motion was made by Strandlie second by Koski to adjourn the meeting, the motion carried 5/0 and the meeting adjourned at 6:30 p.m.

Minutes by Darla Hall, Executive Director