**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**June 20, 2018**

**@ MLWSSD Office**

1. The Regular Meeting of the MLWSSD was called to order on June 20, 2018, at the District Offices. Vice Chairman Cliff Koski called the meeting to order at 5:30 p.m. Those in attendance included: Vice Chairman Cliff Koski, Eric Nielsen, Clair Strandlie and Henry Gretsfeld. Also in attendance were: Executive Director Darla Hall. Chairman Kuster and Superintendent Newman were absent from the meeting.

2. Approval of the Agenda: Director Hall asked that item b. Back Billing Customers be added to her report. Motion was then made by Strandlie second by Gretsfeld to approve the agenda as amended. Motion carried 4/0.

3. Guests: None Scheduled.

4. Approval of the Minutes: District reviewed the minutes from the May 16, 2018 meeting. There being no corrections a motion was made by Gretsfeld second by Nielsen to approve the May 16, 2018 Regular Meeting Minutes of the MLWSSD as written. Motion carried 4/0.

5. Executive Directors Report:

 a. Monitoring Manhole – City to Take Over 7/2018: Director Hall reported that the fiber optics have been installed and that arrangements have been made by the engineers for the City to take over the monitoring manhole and billing process beginning July 1, 2018. Hall and Newman will be working with the City to get things turned over.

 b. Back Billing Customers: Superintendent Newman has checked out the list of properties in question about being connected to the system. Two properties have been identified as not being in the sewer billing system. Hall noted the League of Minnesota Cities indicates that a municipally owned and operated utility who undercharges a customer may seek recovery of underpayments for the last six years, however, the Sewer District’s Policy and Procedure Manual only allows to go back three years. Board agreed they should be back billed in accordance with our policy. Hall will add the parcels to the billing system and back bill in July.

6. Superintendent Report: See written report as prepared by Superintendent Newman. Director Hall informed the board that there were issues this month with the Kenwood Lift getting clogged with Crayola markers, many wipes, rubber flange gaskets, etc. Keith had Quality Flow come out to unclog the pumps and bring system back on line. Since there are only approximately 22 home owners in that area and four on the City of Moose Lake side, letters were sent out to homeowners talking about what was found in the pumps and advising what can and cannot be put into the sewer system. Hall forward the letter onto the City of Moose Lake asking them to send out a letter to their customers as well and they agreed.

 Keith got a couple calls from the excavating company and the general contractor, Jeff Nelson & Sons that is building a house for the Rydens on Sand Lake Rd. Keith went over the requirements for the connection and encouraged them to print out the permit application and read it over and call with any questions. Hall noted that she had also sent an email to the Rydens indicating the sewer line was available to the property but that the depth of the sewer main was approximately 15 to 20 feet deep or more, and noted the requirements that needed to be met before a permit could even be issued. The Board had discussed the matter several months back in that it would need to be connected directly to the main and require drawings and specifications drawn up by their installer for approval by our engineer. They would need to provide written approval from the township for digging into the road as well. Hall noted she has not heard any further information from the Rydens. This property was never assessed so they would need to provide a connection fee along with the permit application fee.

 Received a quote from Quality Flow for conducting the service inspections on all of our lift stations. It is a twenty plus point inspection at each station for a total cost of $1,650. Board agreed to go ahead with the quote from Quality Flow and get it scheduled. Proposal was signed.

 a. Visu-Sewer – Update on Project: The grouting project has been completed. The “short lining crew” are in town this week making repairs. Keith has been working with them on where the locations are and where to access and is why he is not in attendance this evening. He will provide updates on the project next month.

7. Treasurers Report: Treasurer Nielsen reviewed the balance sheet and the profit and loss statement with the Board for the month of May 2018. He noted that he had reviewed the bank statements and reconciliation and found the books to be in order. Balance in checking on May 31, 2018 was $2,569.56. Director Hall had transferred $28,000 from the money market back into checking to cover the bills for this evening. Claims submitted for payment include check numbers 11626 thru 11641 and include two EFT payments for payroll for a total amount of $33,363.21. It was noted that Visu-Sewer has a claim submitted for the sewer grouting project, total bill was $20,153.40, but with the 5% retainage, the bill submitted this evening is for $19,145.73. Hall noted the estimate on this portion of the project was originally $26,572.60. Motion was then made by Strandlie second by Gretsfeld to approve the treasurer’s report and the payment of claims for a total amount of $33,363.21 which includes check numbers 11626 thru 11641 and the two EFT payroll tax payments. Motion carried 4/0.

8. Old Business

 a. Flow Numbers: Average flow for month of May was 64,448 gallons per day.

9. New Business: There was a brief discussion regarding the main line going thru the property at Sunbay. Gretsfeld noted he would talk with Keith about further before bringing back to board for discussion.

10. Adjourn: Gretsfeld motioned and Strandlie second to adjourn the meeting, the motion carried 4/0 and the meeting adjourned at 6:15 p.m.

Minutes by Darla Hall, Executive Director