**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**March 21, 2018**

**@ MLWSSD Office**

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

2. Approval of the Agenda: There being no changes to the agenda, a motion was made by Strandlie second by Gretsfeld to approve the agenda as written. Motion carried 4/0.

3. Guests: None Scheduled.

4. Approval of the Minutes: District reviewed the meeting minutes of February 21, 2018. It was noted that the newspaper listed as not considered a legal publication should be the Evergreen and not the Star Gazette. A couple other minor typos were noted. Motion was then made by Strandlie second by Nielsen to approve the February 21, 2018, Regular Meeting Minutes of the MLWSSD as corrected. Motion carried 4/0.

5. Executive Directors Report: Hall gave a brief update of the Waste Water Conference she had attend in early March. Hall indicated that Visu-Sewer was at the conference and had a real informational power point presentation regarding different types of repairs to the system using different methods, etc. She has contacted Minnesota Rural Water to see if she can get an electronic copy of the presentation to share with the board.

 a. Update on Pine County Beacon Map of Sewer District: Hall sent the engineered sewer map to Pine County to see if it would work for their overlay map. Pine County, Joy Hix, responded back indicating that our Sewer District was more advanced than other sewer communities and concluded that since we have the map on our website readily available they would not include in their overlay but refer inquiring persons to our website or office.

 b. Insurance Renewal Form – Waiver Form: Director Hall presented the Board with the Liability Coverage Waiver Form. Motion was made by Nielsen second by Gretsfeld to indicate that the MLWSSD does not waive the monetary limits on municipal tort liability established by Minnesota State Statutes 466.04. Motion carried 4/0. Hall to finish up the insurance documents and get them submitted for renewal.

 c. Directors Goals for 2018: Director Hall discussed some of the items she would like to accomplish in 2018 for the District. Those being as follows:

 - Utility Billing Program – Complete any missing data on the parcel information and review with county web map.

 - Current Files – Remove outdated and duplicate information from the beige cabinet filing system. A lot of redundant and outdated information can be removed.

 -Ordinance Update – Hall to move forward with the attorney on revamping some of the conflicting language between the ordinance and policy and procedure manual. Hall will work with Mia at Fryberger on the matter.

 -Record retention – Hall to work on purging some of the unnecessary items that have been kept relating to daily business in accordance with the record retention rules.

Strandlie questioned about training options. Hall noted she just went to the MN Rural Water Conference but plans to watch the League of MN Cities for some training options that may be offered in the future and will bring to the board for approval prior to attending.

6. Superintendents Report: See written report as prepared by Superintendent Newman. Keith reported that he has some concerns about the creek between Sand Lake and Coffee Lake flooding and that he met with Carlton County Highway Department about having some culverts steamed. The County will be out in the next few days to steam what they deemed necessary.

Keith received a call from Mike’s Sewer Service regarding a residence on Birchview Drive. Upon Keith’s inspection it was found that a utility company had chopped her service lateral plowing in a cable. Mikes Sewer didn’t have enough hose to reach into the house and then out the lateral so the homeowner had Midway Sewer Service come in.

Superintendent Newman received a thumb drive from the City of Moose Lake that shows the cleaning and televising of the city side of the main on Kenwood and will review to see how things look.

Keith notified Justin Salmela about the requirement to cross our easement to get water to the old cabin on their lot. Salmela said they are going to just run the pipe on top of the ground while their house is being built. Hall will put the easement language on file in the event the situation arises again in the future.

Superintendent Newman notified Mark Opdahl that the District would not allow the building to be connected to the district system as it does not meet building code for occupancy.

 a. Visu Sewer – Update on Project: Keith talked with Todd Stelmacher and he noted that right now Visu-Sewer is 30 days out due to back log of jobs running over. When it gets closer he is going to come up and evaluate the snow and mud conditions where the work is to be completed.

7. Treasurers Report: Treasurer Nielsen reviewed the balance sheet and profit and loss statement with the District. Nielsen noted he had reviewed the financials and bank statements and found the books to be in order. Checking had $25,386.59 as of February 28, 2018. Claims submitted for today include check numbers 11571 thru 11589 as well as two EFT payments for payroll for a total amount of $23,433.67. Nielsen noted that the $400,000 as discussed at the last meeting has been put into a CD at First National. Director Hall will be billing for 1st quarter user fees the first week of April which will increase cash flow. Motion was made by Strandlie second by Gretsfeld to approve the treasurer’s report as presented as well as the issuing of check numbers 11571 thru 11589 and the two EFT payments for a total amount of $23,433.67. Motion carried 4/0.

8. Old Business:

 a.Flow Numbers: Director Hall presented the flows for the month of February. Average daily flow from Kenwood North and the Flow Meter was 55,136 gpd. Hall also included a graph showing the years 2014, 2015, 2017 and 2018 for the flow meter. She noted 2016 data was not included as the flow meter was not working correctly. Hall also included Kenwood North data for 2017 and 2018. Hall will provide the information periodically for their review as a visual aid.

 b. Report from Board Members on Township Annual Meetings: Kuster was not present this evening to give an update on Moose Lake Township. Gretsfeld and Strandlie reported on the election results from Windemere Township, noted that the Administrative position was voted against and that the meeting date has changed for Windemere Township to the 2nd Thursday of the month.

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 4/0 and the meeting adjourned at 6:20 p.m.

Minutes by Darla Hall, Executive Director