**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**May16, 2018**

**@ MLWSSD Office**

1. The Regular Meeting of the MLWSSD was called to order on May 16, 2018, at the District Offices. In the absence of the Chairman, Vice Chairman Cliff Koski called the meeting to order at 5:30 p.m. Those in attendance included: Vice Chairman Cliff Koski, Eric Nielsen, and Henry Gretsfeld. Also in attendance were: Executive Director Darla Hall and Superintendent Keith Newman. Kuster and Strandlie were absent from the meeting.

2. Approval of the Agenda: There being no changes to the agenda, a motion was made by Gretsfeld second by Nielsen to approve the agenda as written. Motion carried 3/0.

3. Guests: None Scheduled.

4. Approval of the Minutes: District reviewed the minutes from the April 18, 2018 meeting. Motion was then made by Nielsen second by Gretsfeld to approve the April 18, 2018 Regular Meeting of the MLWSSD as written. Motion carried 3/0.

5. Executive Directors Report: Director Hall reported that she has finished up the parcel updating for the billing program as well as looking over the files and property connections. Hall reported there are a few properties that have improvements on them that were originally assessed that are not in the billing program and will be getting with Superintendent Newman to review the information to see if they are or should be connected to the system.

 a. Mailbox for Office: Director Hall informed the Board that she spoke with the Dental Office and they are willing to allow the District to install a mailbox on the wall next to the office door. It will still be located inside of the building but will be more secure in place. Hall ordered one at the cost of around $50.

6. Superintendent Report: Superintendent Newman reported that Klavu Well and the residents of the Historic Pie Swanson point located north of the golf course had questioned if the system had been pressure tested when it was installed. Keith informed them that he had no way to verify so most likely not. Keith helped them to locate the district main as well as the lateral lines to the cabins. They are installing a community well and needed to bury water pipes. Keith will be back on site to locate the end two manholes on the property.

 a. Visu-Sewer – Update on Project: Newman reported that Visu-Sewer is on site and are currently working Section A along Sand Lake Road, Section I that is between Oak Drive and West County Line Road, Section C on Sand Lake Road to Lake Shore Drive and over to Olson Lane and finally the Kenwood Section. They will be grouting some seams as well as manholes and the lining crew may arrive this week as well to do some section repairs. Board discussed the televising at Kenwood North since now it has been dry and flows are down. Newman will monitor and if a rain event happens while they are on site have them televise.

7. Treasurers Report: Treasurer Nielsen reviewed the balance sheet and the profit and loss statement with the Board for the month of April. Nielsen had reviewed the bank statements and bank reconciliation and found the books to be in order. Balance in checking on April 30, 2018 was $42,198.69. Checks submitted for payment today are for the amount of $16,675.23 and include check numbers 11607 thru 11625 as well as two EFT payments for payroll taxes. Nielsen noted that $50,000 was transferred to the money market in May. It was also noted that the claims include the insurance liability payment for the year thru April 2019. JH Design also submitted a payment which was for 2017 as well as 2018. Hall noted he did not submit his bill last year and that was why the amount was higher than normal. Motion was made by Gretsfeld second by Koski to approve the treasurer’s report as present as well as the payment of the bills for a total amount of $16,675.23 which includes check numbers 11607 thru 11625 as well as the two EFT payments. Motion carried 3/0.

Treasurer Nielsen noted that the $400,000 CD interest should show up end of the month as interest income is typically added once per quarter.

8. Old Business

 a. Flow Numbers: Director Hall provide the flow numbers for the month of April with the average daily flow being 61,344 gpd.

9. New Business: None

10. Adjourn: There being no further business to discuss a motion was made by Nielsen second by Gretsfeld to adjourn the meeting. The motion carried 3/0 and the meeting adjourned at 6:08 p.m.

Minutes by Darla Hall

Executive Director