**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**November 14, 2018**

**@ MLWSSD Office**

1. The Regular Meeting of the MLWSSD was called to order on November 14, 2018, at the District Offices. Chairman 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.

2. Approval of the Agenda: There being no changes to the agenda a motion was made by Strandlie second by Koski to approve the agenda as presented. Motion carried 5/0.

3. Guests: None scheduled

4. Approval of the Minutes: There being no changes to the October 17, 2018 regular meeting minutes of the Moose Lake Windemere Sanitary Sewer District a motion was made by Gretsfeld second by Nielsen to approve the minutes as presented. Motion carried 4/0. Chairman Kuster abstained from the vote as he was not present at the meeting.

5. Executive Directors Report:

 a. Meeting with City of Moose Lake – Update: Director Hall informed the District Board that Tim Anderson, City Administrator had asked to meet sooner than the dates proposed at the last meeting and that the entire board did not need to be present. On November 7, Chairman Kuster, Henry Gretsfeld, Superintendent Newman and Director Hall met with City Administrator Tim Anderson, Administrative Clerk Katie Bloom, Mayor Ted Shaw and Public Work Superintendent Phil Entner. The City discussed the issues taking place at Kenwood North lift station which had already been repaired. Kuster commented that discussion took place concerning the lateral lines in that area and the District informed the City that we will be televising those laterals in the spring. The City agreed to share in the cost of televising their four homes as well at the same time.

 It was noted that the City also questioned if the District would be interested in combining the City and Districts efforts in the future and recreating the District to include the City of Moose Lake. The District briefly discussed and noted it would take legislative action to do this and would really be of no advantage for the District.

 The City of Moose Lake also inquired of the District’s MPCA permit. The Sewer District is a collection system and does not discharge sewage therefore no permit is required. Gretsfeld commented that he found reference to an elimination permit back in January 1979 when the system was originally built.

 Strandlie questioned if the situation with the Beyers backup came up at the City meeting. Hall noted it did not and informed the Board that the State Farm adjuster had left a message at the office the week after the last meeting. She has left messages twice for the person and also contacted the local State Farm office. They gave her another number to contact which she did and left another message. The State Farm office did inform her that a check was sent to the Beyers in early November. Other than that no further information was available.

 b. Engagement Letter Wipfli 2018 Audit: Director Hall asked that the item be tabled. Sewer District had received an email from Jennifer Smith, Wipfli stating that she was taking a different position at another firm. The 2018 audit will be handled by another person at the Wipfli firm. Hall is waiting for further information and will present when available.

6. Superintendent Report: See Keith’s report for the full month activities. Superintendent Newman was absent from the meeting as he is attending the MPCA training course to obtain his license. At the time of the meeting Keith was still uncertain if they were going to allow him to take the test as there was conflicting information on whether he really needed it.

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss and balance sheet for the month of October. He noted that he had reviewed the bank statements and reconciliation and found the books to be in order. Balance in checking on October 31, 2018 was $36,522.62. Claims for today’s meeting include check numbers 11710 thru 11724 as well as two EFT payments for payroll taxes for a total amount of $39,385.61. Hall noted that check number 11715 to the City of Moose Lake was voided as there was an error on their bill calculation. Hall also noted that today’s claims include payment for September and October treatment fees. It was also noted that included in today’s claims is a Quality Flow bill for $19,417 which is for the Kenwood lift station pumps and controller upgrades. Motion was made by Strandlie second by Koski to approve the treasurer’s report as well as payment of the claims to include check numbers 11710 thru 11724 and the two EFT payments for a total amount of $39,385.61. Motion carried 5/0.

 a. Credit Card Payment Option: Treasurer Nielsen discussed the cost for using a credit card bill pay system thru First National Bank. There would be a fee of 2.5% and Nielsen provided numbers as to compare the volume of usage and its relation to how much the fee would be. Nielsen noted the District could pass on a surcharge of up to 4% when a customer is paying with a credit card. Motion was then made by Gretsfeld to move forward with the credit card option and pass the fees onto those using it. Discussion took place. Hall noted she has a hand full of people who stop in and pay and will inquire about whether the District accepts credit card payments or not and she usually directs them to inquiring with their bank about bill pay options. She noted she gets a lot of bill pay checks direct from banks. It was questioned if there was an issue of outstanding receivables. Hall noted that she just billed on September 30th about $87,000 in receivables and today’s balance of remaining receivables is $2,700. After much discussion Gretsfeld retracted his motion and suggested to look at it again at a later date.

8. Old Business

 a. Flow Numbers: Average daily flows for the month of September were 84,255 with 4.01 inches of rain for the month. The average flows for October were 88,947 with 5.06 inches of rain. Hall noted that the Kenwood flows have still not changed much since the new pumps were put in.

 b. County Certified – Carlton $7,731 and Pine $7,068 – Hall noted that several payments have come in since the last meeting and the amounts stated here were certified to the county October 31st.

 c. Website Updates: Director Hall informed the board that she has sent the updates to the website designer. Hall provided copies of the items she updated for the tabs on the website and included the engineered map of the entire district. It was questioned if there was a counter on the website, Hall to check into.

 d. Update on Beyer Back-Up: See Discussion under Executive Director.

9. New Business: Chairman Kuster discussed his term renewal as he was contacted by the township regarding taking the Oath of office. It was questioned who is the at large member. Hall to check into and send the proper paperwork to the township if necessary.

10. Adjourn: There being no further business to discuss, a motion was made by Gretsfeld second by Strandlie to adjourn the meeting. The motion carried and the meeting adjourned at 6:32 p.m.

Minutes by Darla Hall, Executive Director