**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**October 17, 2018**

**@ MLWSSD Office**

1. The Regular Meeting of the MLWSSD was called to order on October 17, 2018, at the District Offices. In the absence of Chairman Kuster, Vice Chairman Cliff Koski called the meeting to order at 5:32 p.m. Those in attendance included: Vice Chairman Cliff Koski, Clair Strandlie, Henry Gretsfeld, and Eric Nielsen. Also in attendance were Executive Director Darla Hall, and Superintendent Keith Newman, Moose Lake City Residents Thomas and Damita Beyer.

2. Approval of the Agenda: Thomas and Damita Beyer were added to the agenda under guests. Item d. MPCA Certification for Keith was added under Executive Director and credit card payments and discussion about the website were added under Treasurer. Motion was made by Strandlie second by Gretsfeld to approve the agenda as amended. Motion carried 4/0.

3. Guests: Thomas and Damita Beyer, Moose Lake City Residents: Superintendent Keith Newman reported during the week of heavy rain he was having issues at Kenwood North Lift Station. Keith had Mikes Sewer come out and draft water from the lift station and pump it into a manhole that is located on City of Moose Lakes main sewer line. Newman reported that apparently flow was too much for the sewer line so it backed up into the homeowner’s basement (Damita Beyer’s) which is located on the City of Moose Lakes sewer line. Keith went on to report that he and Phil, Superintendent for the City, both went to the Beyer’s residents to look into the situation further. The basement had a newly remodeled bedroom, the carpet was wet and some other items wet. Keith mentioned to the homeowners that day that the homeowners needed to turn it into their insurance company first and then we could talk with the District Board.

Thomas Beyer’s commented the home is really four levels and they use the lower level to store things. They provided the District with a contractor bid for cleanup, two bids from contractors for repairing damage, and a list of personal items lost and its value. The total of the estimates were between $15,447 and $15,847. Thomas indicated they had not contacted their insurance company yet and that the cleanup company had not been there. He noted the cleaning company would have to do work in two phases, an immediate cleaning and then come back in after the contractor removed subflooring to clean underneath it. The District Board indicated the homeowners would need to contact their insurance agent first to get the claim going and get someone in to clean up. Thomas Beyer indicated they would need a new water heater as well as the insulation has soaked up water and will create a smell. At this time they have two dehumidifiers going and exhaust fan going to get smell out. Mr. Beyer also informed the board that the City workers came out and popped a manhole downstream from his place a day or so later and pulled out cement blocks and asphalt from the manhole. It was discussed that the basement is a deeper basement and perhaps more even with the sewer line. Mr. Beyer indicated to eliminate the problem in the future he plans to move the toilet up a level and seal off drains and discussed installation of a back water valve. It was noted that both manholes (the one the District had Mikes Sanitation dump into as well as the manhole the City found block in are both located on Folz Blvd). Homeowners indicated they have a $1200 or $1400 deductible and a maximum coverage of $14,000. District informed them to start with their insurance company and that their adjuster will in turn contact both the Sewer District and the City of Moose Lake to determine responsibility. This must take place first before the entities can go any further. It was discussed how the asphalt and concrete got into the City’s manhole and noted that the State of Minnesota had done work on that road the past summer.

4. Approval of the Minutes:

a. Regular Meeting Minutes September 12, 2018. A spelling error was noted in the regular meeting minutes. Motion was then made by Gretsfeld second by Strandlie to approve the Regular Meeting Minutes of September 12, 2018 as corrected. Motion carried 4/0.

b. Budget Meeting Minutes September 12, 2018: Motion was made by Strandlie second by Nielsen to approve the Budget Meeting Minutes of September 12, 2018 as written. Motion carried 4/0.

5. Executive Directors Report:

a. County Certification Listing Delinquent Accounts: Hall provided the listing of delinquent accounts. At this time there are $16,500.93 for Carlton County and $7,976.81 for Pine County. Hall noted that she expects several payments to come in before it is sent into the County’s for certification and would update the board on the actual amount certified in November. Motion by Nielsen second by Gretsfeld to authorize the Executive Director to certify the delinquent user fees of $16,500.93 to Carlton County and $7,976.81 to Pine County if they are not collected in office prior to notification to the respective county. Motion carried 4/0.

b. Engagement Letter Wipfli 2018 Audit: Tabled

c. November Meeting Date Rescheduled: Director Hall will be unable to attend the November meeting and asked if it could be rescheduled to Wednesday, November 14, 2018. Board agreed. Hall to post and publish notices.

d. MPCA Certification for Keith: See Keith’s report.

6. Superintendent Report: See Keith’s report for the full month activities. Superintendent Newman met with Todd Stelmacher, Visu-Sewer to discuss cleaning and televising the balance that remains of Unit 2 sewer lines. Visu-Sewer provided an estimate of $60,000 to finish this section and the board had budgeted $45,000 for 2019. Visu-Sewer estimates it to take about a month to do depending on the weather. Keith also discussed Kenwood North area to find I&I issues which would include televising customer laterals and or smoke testing. Visu-Sewer would bill time and materials for this type of work. Board discussed getting this work on the schedule with Visu-Sewer for the spring so that it gets completed early and agreed to move forward with finishing the remaining segment of Unit 2.

Keith also discussed Stations I and J. These stations are manholes with basic sump pumps and were replaced years ago. Keith suggested the board look at upgrading to a grinder like what was done at the Granquist property. It would be a package type grinder pump. It was suggested that perhaps a contractor would be capable of installing and suggested to get pricing from Johnson Underground.

Keith discussed the emergency repair at Kenwood North. Keith contacted both Chairman Kuster and Director Hall on getting approval for replacing pumps and drivers with all the issues going on at Kenwood North. Quality Flow was prepared to install the week of October 15th, however, given the issues at Kenwood North the week before, Quality Flow came on Friday the 12th and installed the new pumps as well as variable frequency drive or “drivers”. In addition, the controllers at Station 1, D and Kenwood were all upgraded for proper recording of flows.

During the Kenwood North lift station issues, the City of Moose Lake contacted MPCA to notify the state of water coming out of a manhole. Keith contacted the Duty Officer to explain the circumstance and what action was being taken. Keith later received a call from Craig Weingart, MPCA, Duluth, and discussed what actions had been taken. Weingart stated that it sounded like Keith had taken all the proper steps and along with the coming upgrades to the Kenwood Lift Station there should be no issues. Weingart gave Keith further information on getting certification for collection systems operator which is available through the MPCA and MRWA. Motion was made by Gretsfeld second by Strandlie to reimburse Keith for all expense to attend classes and get certification from the MPCA. Reimbursement to include loss in pay, expenses for stay, mileage and cost of class, and certifications. Motion carried 4/0. Keith informed the board he has already been in contact with MPCA/MRWA on future class dates.

7. Treasurers Report: Treasurer Nielsen reviewed the balance sheet and profit and loss statement with the board. Nielsen had been in and reviewed the bank statements and reconciliation and found the books to be in order. Balance in checking on September 30, 2018 was $513.64. Checks included for today’s claims include three EFT payments as well as check numbers 11691 thru 11709 for a total amount of $19.078.77. Director Hall noted that check #11706 to North Country Lawn Care is the reissue of #11604 (April 2018 claim) as it was voided. Also noted was that the treatment fee’s on the claims today are for August 2018. Motion was made by Gretsfeld second by Strandlie to approve the treasurer’s report as well as payment of the claims to include check numbers 11691 thru 11709 as well as three EFT payments for a total amount of $19,078.77. Motion carried 4/0. Director Hall commented that she transferred $30,000 from the checking account to the money market account.

a. Credit Card Payments: Treasurer Nielsen discussed the possibility of the District accepting credit card payments for payment of user fees. Hall noted the District looked into this option several years back but decided not to because of the fees inquired. Nielsen noted there may be a way to pass the fee onto the customer. Treasurer will look into the option further and report back to the board.

b. Website: Treasurer Nielsen noted that the website could use some updating. Several of the tab items listed do not contain any information, such as the rates, newsletter updates, etc. Hall to look into and see what she can add.

8. Old Business

a. Flow Numbers: Flows for the month of September were at 84,255 gpd. Hall noted that those flows are using the controller data from Kenwood North which was reading inaccurately due to programming issue. Hall informed the board that she tried to use pump run times for calculation of the bill but the number came back 2,172, 024 for just Kenwood North due to pump problems at that location. Superintendent Newman noted that the controllers have been updated with proper programming and the pumps have been replaced at that station as of 10/12/2018. District should see more accurate numbers in future.

Director Hall reported that the City Administrator would like to meet with the Board concerning the Kenwood Station as well as other issues pertaining to the backup on Folz Blvd. Board agreed to suggest meeting dates of Nov. 14th at 5:00 p.m. or December 19th at 5:00 p.m. prior to the regular board meetings. Hall to check dates with the City.

10. Adjourn: There being no further business to discuss a motion was made by Nielsen second by Strandlie to adjourn the meeting. The motion carried and the meeting adjourned at 7:25 p.m.

Minutes by Darla Hall, Executive Director