**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**April 17, 2019**

**@ MLWSSD Office**

1. The regular meeting of the MLWSSD was called to order on April 17, 2019, at the District Offices. Chairman Kuster called the meeting to order at 5:30 p.m. Those members in attendance included: Chairman Byron Kuster, Cliff Koski, Clair Strandlie, Henry Gretsfeld and Eric Nielsen. Also in attendance were: Executive Director Darla Hall and Superintendent Keith Newman.

2. Approval of the Agenda: Director Hall asked to add item b. Audit and item C. Encroachment Agreement – Stadler Parcel 33-6312-000 to her report. Motion was then made by Strandlie second by Gretsfeld to approve the agenda as amended. Motion carried 5/0.

3. Guests: None scheduled

4. Approval of the Minutes: District reviewed the Regular Meeting Minutes of the March 20, 2019 Meeting. Motion was then made by Gretsfeld second by Strandlie to approve the Regular Meeting Minutes of March 20, 2019 as written. Motion carried 5/0.

5. Executive Directors Report: Director Hall noted that she had been out of the office due to illness several days since the last meeting and wanted the Board to be aware in case they received any complaints from customers. Hall will be working on the spring newsletter and some other items that she can do from home to make up some of the hours missed.

 a. Lateral Line Inspection Discussion: Director Hall asked that this item be tabled until next month. Hall contacted Midway Sewer out of Duluth and got a price on lateral line inspections per home. Cost being $200 plus $50 mileage to Moose Lake. ($250). If the home has a house trap their equipment cannot get thru or no cleanout and they have to pull the toilet to get in it would be an additional $65 fee. District Engineer Kelly Yahnke is getting a price on installation of temporary meters to monitor flows in Kenwood North. Hall will bring that information back at next meeting.

Point of Sale Inspection was discussed and Hall noted she has pulled several other cities policies. Each one is slightly different. Hall to bring back a list of ideas to the next meeting on what other cities do for incentives, terms they use, etc.

 b. Audit 2018: Director Hall informed the Board that the person (Tim Bradshaw) who was going to handle the audit at Wipfli has left the company. The person doing the audit now (Michele Swoboda) is new to government audits and will be working on it in the upcoming weeks, therefore the audit will not be ready until the June meeting.

 c. Encroachment Agreement – Stadler Parcel 33-6312-000: Director Hall provided the Board with an Encroachment Agreement for the Walter and Penny Stadler property. Hall noted that they are in the process of selling and the title company had an issue due to a storage shed and wood pile that is located in the District easement. Superintendent Newman noted that the shed and wood pile have been there for years and that the easement actually T’s off there to pick up Sturgeon and Island Lake. He noted that it is a very small lot. Director Hall got the encroachment agreement from another township whose attorney had prepared it. Hall changed the language to fit our situation. Chairman Kuster informed the Board that he had reviewed the language and made some suggestions for changes and with those changes felt it was a good document. The other option for the District would be to require the Stadler’s to move the shed and wood pile, however, the document does provides if the building needs to be moved the District can provide notice to the property owner of termination of the agreement (10 days’ notice) and the property owner must remove the items within (30) days of the date of the termination letter. Document also addresses if the owner does not remove the building the District can remove them and attempt to recover cost from the owner and if they do not pay the cost can be certified to the county for collection on property tax.

Motion was made by Gretsfeld second by Strandlie to enter into the encroachment agreement dated April 17, 2019 with Walter and Penny Stadler for the property located at 35983 Pine Grove Lane, Sturgeon Lake, MN (parcel id 33-6312-000). The encroachment agreement will run with land. Motion carried 5/.0. Hall noted that once the document is signed by the District she will mail two copies to the property owners for their signature. The property owners are required to get the document recorded at Pine County and send an executed and recorded copy back to the District for our records.

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6. Superintendent Report: See Keith’s report for the full month activities. Superintendent Newman reported he was approached by a District customer that is thinking about developing a large parcel of property on Sand Lake Road and County Road 10 and inquired about the extension process. Information was passed onto that individual.

Newman received a call from Scott Williams about the Ryden property connection on Sand Lake Road. Upon checking with the District office it was noted that Williams does not have his paper work in to be working within the District. Newman notified Williams that he is not to perform any work until he got the required paperwork into the District.

Superintendent Newman had several conversations with Visu-Sewer over the month trying to get a start date nailed down for the televising and cleaning.

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss and balance sheet with the District for the month of March. Balance in checking on March 31, 2019 was $18,190.45. Nielsen had been in to review the bank statements and reconciliation and found the books to be in order. Claims submitted for payment today include three EFT payments for payroll as well as check numbers 11801 thru 11817 for a total amount of $18,729.74.

Nielsen noted that $30,000 was transferred from the checking to the money market which will be reflected on next month’s balances. Nielsen discussed the CD that is coming due in July. The current rate is 1.05% at FNB and is a 36 month CD. FNB’s current rate on a 4 year CD is 2.6% and 2.65% on a 5 year. Treasurer Nielsen will check into Members Credit Union on rates as well before the CD matures. Nielsen also noted that the money market rate according to FNB website should be .90% and .10% on checking. Nielsen to check with bank on those rates as well as how the monthly fees are calculated.

Motion was then made by Koski second by Strandlie to approve the Treasurers Report as presented as well as payment of the claims to include 3 EFT payments and check numbers 11801 thru 11817 for a total amount of $18,729.74. Motion carried 5/0.

8. Old Business

 a. Flow Numbers: The average daily flow for the month of March was 75,311 gpd.

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9. New Business: None

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 6:35 p.m.

Minutes by Darla Hall, Executive Director