**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**September 18, 2019**

**@ MLWSSD Office**

1. The regular meeting of the Moose Lake Windemere Area Sanitary Sewer District was held on September 18, 2019 at the MLWSSD office. Meeting was called to order by Chairman Byron Kuster at 5:17 p.m. immediately following the closing of the Budget Meeting. Board Members in attendance included Chairman Kuster, Cliff Koski, Henry Gretsfeld, Clair Strandlie and Eric Nielsen. Also present 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 presented. Motion carried 5/0.

3. Guests: Greg and Vicki Gamst & Paul & Denise Urbaniak: Neither party were present at the meeting. It is believed they have worked out an arrangement between the two parties on the easement.

4. Approval of Minutes: District reviewed the meeting minutes and a correction was made regarding the location of access to the sewer line by the golf course as minutes did not make sense. Motion was then made by Gretsfeld second by Koski to approve the August 21, 2019 Regular Meeting Minutes of the MLWSSD as corrected. Motion carried 5/0.

5. Executive Directors Report:

 a. Point of Sale, New Construction and Disconnect/Reconnect Certificate of Compliance Ordinance No. 3 – Draft 9/11/2019: District reviewed the draft point of sale ordinance as prepared by Director Hall. It was agreed that the definition of point of sale should be revised to eliminate language pertaining to “before the property is offered for sale” along with language included in #6 Inspection. This section should simply refer to “point of sale”.

Gretsfeld commented that the language used for monometer testing is for the wrong application. Superintendent Newman discussed the process which would need to take place regarding the testing for disconnect/reconnect of line. This process could require digging in the street as well as having to dig down several feet. After much discussion it was decided to eliminate the testing information and just require televising. All references pertaining to licensed plumber should be removed and replaced with licensed televised operator. It was questioned how many companies in the area do televising. Hall to check into to see what information is available. The length of time the certificate of compliance is good for was discussed and it was decided to change this from 3 years to 5 years. Director Hall to make the changes to Ordinance No. 3 and bring back to the board at the next meeting. It was noted that the attorney has not reviewed the document and that more changes would be forth coming but this will give the District something to start with and eventually send onto the attorney for review.

6. Superintendent Report: See report as prepared by Superintendent Newman. Quality Flow has estimated the repairs to begin on September 30th and October 1st. Keith has scheduled Mike’s Sewer service to draft down the collection wells and be available as needed throughout the project.

Superintendent Newman received a call from Mark Lambert to discuss sewer mains that are located on his properties at and surrounding Sand Lake Resort. Newman sent the drawings for Unit 2 sewer lines to Dan Hinzmann of Short Elliott Hendrickson Inc. (SEH) so they can use them for planning purposes. They will be sending information and or attending a future board meeting to discuss the project. It was noted that prior to this project approval must be received from the City of Moose Lake.

 a. Visu-Sewer Televising Report – Update: Visu- Sewer is still reviewing the televising reports and will come back with an estimate on the repairs needed at a future date.

7. Treasurers Report: Treasurer Nielsen reviewed the balance sheet and profit and loss statement with the District for the month of August 2019. Nielsen had been in to review the bank statements and reconciliation and found the books to be in order. The balance in checking as of August 31, 2019 was $38,960.70. Claims submitted for today include check numbers 11889 thru 11906 and also two EFT payments for payroll for a total amount of $15,296.74. Motion was made by Strandlie second by Gretsfeld to approve the treasurer’s report as well as the payment of the claims for a total amount of $15,296.74 which includes check numbers 11889 thru 11906 as well as the two EFT payments. Motion carried 5/0.

8. Old Business: None to discuss.

 a. Flow Numbers: Average daily flows for the month of August 2019 were 70,141 gpd.

9. New Business – None to discuss

10. Adjourn: There being no further business to discuss a motion was made by Gretsfeld second by Strandlie, motion carried 5/0 and the meeting adjourned at 6:17 p.m.

Minutes by Darla Hall, Executive Director