**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**December 18, 2019**

**@ MLWSSD Office**

1. The regular meeting of the MLWSSD was held on December 18, 2019 at the District Office. Chairman Kuster called the meeting to order at 5:30 p.m. Those members in attendance included: Chairman Kuster, Vice Chairman 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: Motion by Strandlie second by Gretsfeld to approve the agenda as written. Motion carried 5/0.

3. Guests: Mark Lambert: Was not present at the meeting.

4. Approval of Minutes: Removal of a sentence for clarification purposes in the minutes. Motion was then made by Koski second by Gretsfeld to approve the November 19, 2019 minutes as amended. Motion carried 5/0.

5. Executive Directors Report: Director Hall noted that the property of Ken Krengel at 4822 Oak Drive was to be certified to the County for collection in 2020. She has been notified by the person purchasing the property that they are set to close any day now. Hall removed the charge of $720.74 from the certified listing and informed the new owner that the fee must be collected at closing. No closing date has been set. Hall noted it is hard when a property sell’s so close to end of the year such as in this case. She will follow up with purchaser to make sure it gets collected.

 a. Set Organizational Meeting for January: District discussed the Organizational Meeting and set it for 5:00 p.m. on January 15, 2020 with the regular meeting to immediately follow. Hall to post and publish notices.

6. Superintendent Report: See written report prepared by Superintendent Newman. Newman reported an issue with a manhole on Sunny Beach Road. He received a call from Barb Peck regarding an open manhole near their house. Windemere Township had come in and plowed the night before and appeared to have sheared it off. Newman contacted Windemere Township. The manhole frame and lid assembly had been pushed from the concrete structure and shoved into the ground next to it. There was debris at the bottom of the manhole structure causing blockage of the waste water flow. Windemere road personnel confirmed they had been down that road to turn around but didn’t feel anything. Newman had Great Lakes Pipe came down from Duluth with the vac truck to suction out the dirt in the system. Windemere came right before Great Lakes with a backhoe to provide a temporary repair until it can be sealed next season. Newman placed a safety cone near the manhole to hopefully prevent it from happening again. Hall questioned if the Great Lakes Pipe bill should be submitted to Windemere Township for reimbursement? Board agreed they should reimburse the District since it was caused by their truck. Hall to bill the township.

Pine Tree Park has finished disconnect of the five mobile home’s lateral lines. Hall has removed five units from their billing.

Superintendent Newman discussed the Ryden connection. In reviewing the drawings of the system Newman discovered there appears to be an 8 inch line that goes to the field of Steve Aldrin property which is the neighboring property of Ryden. Perhaps put there for future development. Keith noted he needs to verify it actually is there but suggested that perhaps a manhole could be put there to allow for those connections. Property owners could then run their own private 4 inch line to the manhole. Board thought it was a good idea then Sikich and Ryden could get their own easement. Newman to check into further with engineer to make sure it would not be considered an extension and determine if that would be a viable solution. Gretsfeld noted since its all private then drawing to connect could be done by a licensed plumber. It was questioned if there is an easement on the Aldrin property where the 8” stub is. Hall to look into further on easement issue.

 a. Visu-Sewer Televising Report: Pending

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss and balance sheet with the District for the month of November. The balance in checking as of November 30, 2019 was $3,397.46. Nielsen has reviewed the bank statements and reconciliation and found the books to be in order. Claims in the amount of $17,673.29 have been submitted today for approval and include 3 EFT payments as well as check numbers 11935 thru 11954. Hall noted that one of the EFT payments is for the payroll program for QuickBooks. Hall also indicated that a check was included in today’s claims for Leeann Scherer for $146.74 which is for reimbursement of user fees. Scherer had paid in advance for user fees but put the property into a trust for her children effective mid-October. Since the billing will now be going to the children Scherer asked for reimbursement of the fee’s she paid ahead. Motion was made by Strandlie second by Gretsfeld to approve the treasurer’s report as well as payment of the claims which include 3 EFT payments as well as check numbers 11935 thru 11954 for a total amount of $17,673.29. Motion carried 5/0.

Director Hall and Treasurer Nielsen discussed the CD’s at Northwood’s Credit Union with the Board. The Credit Union is unable to post any collateral to cover the amounts over and above the federal insured amount of $250,000. The District currently has one CD for $200,000 and one for $150,000. According to state statutes the public funds need to be covered 110%. After much discussion it was proposed to leave the $200,000 CD but change the certificate language to have the interest checks mailed to the District rather than compound. The $150,000 CD should be changed to $27,000 with interest checks mailed to the District rather than compound and the remaining balance deposited into First National Bank. Nielsen noted that the credit union stated that the District should not have been allowed to take out the additional CD and that no penalty will be charged for cashing in early. Hall to work with the credit union on changing the CD’s and moving the money so the issue is taken care of before the end of the year.

8. Old Business

 a. Flow Numbers: Average daily flows for the month of November was 94,175 gallons per day. It was noted that the SCADA numbers are increasing much more than the lift station 1. It was suggested perhaps the City of Moose Lake needs to calibrate their meter. Hall to look into the past numbers from prior months.

 b. Point of Sale Ordinance – Attorney Reviewing: Director Hall noted she received an email from the attorney with a few minor suggestions. Hall will red mark the draft ordinance and provide for the board at the next meeting.

9. New Business: Strandlie discussed a new treatment system going in Oronoco, MN (near Rochester). They are getting some funding and a loan from the State of Minnesota to complete the project.

10. Adjourn: There being no further business to discuss a motion was made by Gretsfeld second by Koski to adjourn the meeting. The motion carried and the meeting adjourned at 6:35 p.m.

Minutes by Darla Hall, Executive Director