**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**February 28, 2019**

**@ MLWSSD Office**

1. The rescheduled regular meeting of the MLWSSD was called to order on February 28, 2019, at the District Offices. Chairman Kuster called the meeting to order at 5:30 p.m. Meeting was rescheduled from February 20th to February 28th due to inclement weather. Those in attendance included: Chairman Byron Kuster, Cliff Koski, Clair Strandlie, and Henry Gretsfeld. Eric Nielsen was absent from the meeting. Also in attendance were Executive Director Darla Hall and Superintendent Keith Newman.

2. Approval of the Agenda: Motion was made by Strandlie second by Gretsfeld to approve the agenda as presented. Motion carried 4/0.

3. Guests: None scheduled

4. Approval of the Minutes: Motion was made by Gretsfeld second by Koski to approve the Regular Meeting Minutes from January 6, 2019 and the Organizational Meeting Minutes from January 6, 2019 as written. Motion carried 4/0.

5. Executive Directors Report:

 a. Lateral Line Inspections Update: Director Hall informed the Board that City Administrator Tim Peterson had responded regarding the quote received from Visu-Sewer for doing the lateral line inspections in Kenwood North. Administrator Peterson indicated that the City is not interested in participating in the project at this time and felt that the cost for the inspection was way too high. Visu-Sewer proposal came in at $425 an hour (port to port)Visu-Sewer is estimating approximately 40 hours total to complete the project. The District is proposing to do 22 homes at this time (four of which are City Customers) to determine if broken laterals are contributing to the flows.   It was commented that perhaps the City does not understand the quote was for looking into lateral lines from the main line rather than in each individual home. Hall noted that the City also does not have any policies in place at this time to force the property owners to repair the laterals. Gretsfeld questioned if the District should look at another contractor to inspect the laterals. Newman commented that Midway sewer can do lateral inspections but then they would need to enter the lateral thru the homes.

Director Hall to set up a meeting with the City of Moose Lake Administrator, Mayor and Public Works Superintendent so that the District can explain the quote for the lateral inspections is being done from the street and see if they have any suggestions on someone to do the project for cheaper. District will also discuss flows in Kenwood North as well as the language in the contract with the City of Moose Lake and how it deals with overages etc. Chairman Kuster, Gretsfeld, Hall and Newman will attend the meeting on the Districts behalf. District will hold off on the Visu-Sewer proposal for lateral line inspections until they can look into more information with the City.

Hall noted she got clarification from Attorney Mia Thibodeau about the language in our ordinance which discusses “upon conviction”. This term basically means the board would hold a hearing and make a decision regarding the matter based on the facts and determine a time allowed for the property owner to make the repair. It does not mean the matter would need to go before a judge.

 b. Update – Ryden Property (63.230.0080): Director Hall contacted Carlton County after the last meeting and talked with Jody regarding the Ryden property. Carlton County provided Ryden’s a permit in May 2018 for a cabin, garage and deck and they noted at this time they are using an outhouse with a plastic barrel as long as the property has no pressurized water to it, but when that is installed they would need to connect to the sanitary sewer system. Director Hall contacted the Clerk of Moose Lake Township and she provided a copy of the letter that was given to the Rydens in July 2018 regarding the matter of cutting into the township road, giving authorization and indicating what conditions needed to be met. The township is still waiting to receive the signed document from the Rydens. It was noted the home is still up on blocks. Board indicated they will continue to keep tabs on the property to ensure the property connects to the sewer line.

 c. Insurance Renewal Form – Waiver Form: Director Hall presented the Board with the Liability Coverage Waiver Form. Motion was made by Koski second by Strandlie to indicate that the MLWSSD does not waive the monetary limits on municipal tort liability established by Minnesota State Statutes 466.04. Motion carried 4/0. Hall to finish up the insurance documents and get them submitted for renewal.

6. Superintendent Report: See Keith’s report for the full month activities.

 Quality Flow Inspection: Based on information provided by Quality Flow during their inspections of the stations, Superintendent Newman asked the board for approval to get repairs done at Station 2 and C. They need pump guide systems replaced. Lift Station 2 is estimated at $8,050 and Lift Station C is estimated at $5,850. Keith explained to the board the cost difference between the two systems being due to different styles of stations as one was put in as part of Unit 1 expansion of system and the other part of Unit 5 expansion of system. Board approved getting the repairs done to the stations.

 Visu-Sewer Project: Superintendent Newman reviewed the Visu-Sewer proposal for televising and providing video and inspection reports for the remaining portion of Unit 2 (Sand Lake), which is approximately 30,000 lineal feet. The estimate for the project is around $47,000 if they do not need to use the jet/vac truck. If they do need the jet vac truck it would be an additional $215 per hour. Hall noted she had received an email from Treasurer Nielsen and he was in favor of getting the work done all at once rather than doing in sections. Keith noted the District has already had the entire system clean once already so this would be the second time to find where any problems are at. Board approved the proposal from Visu-Sewer for the Sanitary Sewer CCTV Inspections dated 1/14/2019. The proposal was signed and will be sent back to Visu-Sewer so the District can get on their schedule.

Superintendent Newman noted two permits was issued:

2019-001 – Brian Hanson 63-022-4043 for a repair to a lateral line

2019-002 – Barry Billington 33-5140-000 for a disconnect and reconnect.

7. Treasurers Report: In the absence of the Treasurer, Director Hall reviewed the profit and loss statement and the balance sheet with the Board. Hall noted that Treasurer Nielsen had reviewed the bank reconciliation for the month of January and found the books to be in order. Balance in checking on January 31, 2019 was $21,771.88. Claims submitted for today include check numbers 11766 thru 11784 as well as two EFT payments for payroll for a total amount of $14,642.06. Motion was made by Gretsfeld second by Strandlie to approve the treasurer’s report as presented as well as payment of the claims submitted for a total amount of $14,642.06 to include check numbers 11766 thru 11784 as well as the two EFT payments. Motion carried 4/0.

8. Old Business

 a. Flow Numbers: The average flows for the month of January were 59,424 gpd.

9. New Business:

 a. Annual Township Meetings in March: Annual Township Meetings are coming up in March. Byron Kuster will attend for Moose Lake Township and Henry Gretsfeld for Windemere Township to provide a brief report on the District.

10. Adjourn: There being no further information to discuss a motion was made Strandlie second by Gretsfeld to adjourn the meeting, the motion carried 4/0 and the meeting adjourned at 7:08 p.m.

Minutes by Darla Hall, Executive Director