**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**January 16, 2019**

**@ MLWSSD Office**

1. The Regular Meeting of the MLWSSD was called to order on January 16, 2019, at the District Offices. Chairman Kuster called the meeting to order at 5:15 p.m. immediately following the closing of the Organizational Meeting. Those 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: Motion was made by Nielsen second by Strandlie to approve the agenda as presented. Motion carried 5/0.

3. Guests: None scheduled

4. Approval of the Minutes: Regular Meeting Minutes of December 19, 2018 – Director Hall noted there was a spelling error on Page 2 of minutes which should say verbally and not verbal. Motion was then made by Strandlie second by Nielsen to approve the regular meeting minutes of the December 19, 2018 meeting as corrected. Motion carried 5/0.

5. Executive Directors Report:

 a. Lateral Line Inspections – Additional Information: Director Hall asked to table this item as she sent an email to the attorney immediately after the last meeting and has not received a response. Hall will have further information for the February meeting.

 b. Update – Ryden Property (63.230.0080): Immediately following the previous meeting, Director Hall sent an email to the Ryden’s inquiring on the status of the sewer connection on the above referenced property. Hearing no response a letter was mailed last week to their Minneapolis address. Hall is awaiting a response. It was suggested to perhaps check in with the township to see if they have gotten approval on digging into the road as well as check with Carlton County on the building permit. Hall to check into those items before the February meeting if no response is received from the Ryden’s.

6. Superintendent Report: See Keith’s report for the full month activities. Superintendent Newman reported that Quality Flow was out to perform inspections at the sewer stations. All are complete except G, H,I, J and Granquist. They will be back when better weather and access allows.

Keith received a proposal from Visu-Sewer for televising the balance of Unit 2. Proposal only provides hourly rates. Keith to contact them to get better idea on overall total cost. In addition he will inquire about proposal on televising laterals in Kenwood area this spring so that the District can get on Visu-Sewer’s project list.

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss statement as well as the balance sheet with the District. Nielsen had reviewed the bank reconciliation and financials and found the books to be in order. The balance in checking at December 31, 2018 was $44,028.23. Today’s claims include check numbers 11745 thru 11765 as well as three EFT payments for payroll tax for a total amount of $19,839.25. Director Hall noted that today’s claims include a check to the City of Moose Lake for 2018 flow overages. Hall noted the original bill was for $1,137.95 but included several mistakes in actual flow as well as calculation of the spreadsheet. The mistakes resulted in more money due to the City. Prior to the meeting she sent the spreadsheet to Chairman Kuster and Vice Chair Koski for their review. Hall contacted the City of Moose Lake on the errors. The total amount of the invoice is $2,524.87 as corrected. Hall noted she explained to the City Administrator that the District is being honest and would expect the same out of the City of Moose Lake had the error occurred on the District’s part. Motion was made by Koski second by Strandlie to approve the treasurer’s report as well as payment of the claims to include check numbers 11745 thru 11765 as well as the three EFT payments for a total amount of $19,839.25. Motion carried 5/0.

Treasurer Nielsen provided the District Board with a Financial Review for 2018 which included a comparison of the 2018 and 2017 income and expenditures. He also discussed the Statement of Fund Balances from December 31, 2017 to December 31, 2018 and noted a $169,353 increase or 16.1%. Nielsen indicated that the CPA may restate the 2018 depreciation as it was the same as 2017 depreciation. Hall to check with auditor on the depreciation issue.

8. Old Business

 a. Flow Numbers: The average flows for the month of December were 57,586 gpd. Board was also provided with the flow charts for flow meter as well as Kenwood North for the entire year of 2018 comparing with prior year monthly flows.

9. New Business: None to discuss.

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

Minutes by Darla Hall, Executive Director