**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**July 17, 2019**

**@ MLWSSD Office**

1. The regular meeting of the Moose Lake Windemere Area Sanitary Sewer District was held on July 17, 2019 at the MLWSSD office. Meeting was called to order by Chairman Byron Kuster at 5:32 p.m. Board Members in attendance included 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: Director Hall asked to add the following items to her report. c. Sewer Back Damita Byers as well as d. 4419 Kenwood Avenue – Disconnect. Motion was made by Gretsfeld second by Strandlie to approve the agenda as amended. Motion carried 5/0.

3. Guests: None Scheduled.

4. Approval of Minutes: District Board reviewed the minutes of the June 19, 2019 regular meeting. There was discussion regarding the restricted and non-restricted assets which was not clearly understandable so sentence was removed. Motion was then made by Gretsfeld second by Koski to approve the amended June 19, 2019 Regular Meeting Minutes. Motion carried 5/0.

5. Executive Directors Report:

 a. Point of Sale Sewer Lateral Ordinance – Work in Progress: Director Hall asked that this item be tabled.

 b. Corporate Resolution for Certificate of Deposit – Northwood’s Credit Union: A Corporate Resolution was presented authorizing the opening of an account at Northwood’s Credit Union. Signers on the account will be Chairman Kuster, Vice Chairman Koski, Treasurer Nielsen and Executive Director Hall. Resolution states that the authorized representatives can reinvest funds, check balances and move account funds, however it will require two signatures to withdraw any funds from the credit union. Motion was made by Strandlie second by Gretsfeld to adopt the Corporate Resolution allowing the opening of an account at Northwood’s Credit Union with the signers as indicated. Motion carried 5/0. Director Hall noted that a check in the amount of $200,000 is included with today’s claims to take out a certificate of deposit and Northwood’s Credit Union as well as a check for $5.00 to open the account there.

 c. Sewer Backup- Damita Beyers October 2018: Director Hall reported that the District received an invoice from the insurance company to cover the $250 deductible for the sewer backup at the Beyer’s home. Amount that was paid out on this claim by the insurance company was $10,213.52. Hall received an email from the insurance adjuster stating they did review the claim for a possible contribution from the City of Moose Lake for this loss but it was their consensus that the District had the majority of fault for the loss. The adjuster noted they felt the concrete block found in the manhole on the City side from the construction project done the prior year hadn’t caused any incidents up to that point so they couldn’t demonstrate that this contributed to the cause of this backup.

 d. 4419 Kenwood Ave – Disconnect: Hall reported that the property at 4419 Kenwood Avenue has been sold on contract for deed to Tricia and Jacob Koecher. Previous owners were Sara and Glen Johnson. The new owners have completely gutted the home and noted that the pipe had frozen several years back. The home has been empty for the last seven years and inquired about disconnect of service until project is complete since there are no water pipes in the home at this time. It was determined that if they want to disconnect they would need to do so at the main in accordance with District policy on disconnects.

6. Superintendent Report: See report as prepared by Superintendent Newman. Keith received a phone call from Jeff Nelson of Nelson and Sons Construction with questions regarding the Ryden connection on Sand Lake Road and what additional information was needed for the District. Newman informed him that the District is not holding up the project but waiting on additional paperwork to be submitted. Items still remaining include signed letter for the township, additional bond from Scott Williams for conducting sewer work in the road right of way and also the drawings of the connection so they can be submitted to the District engineer for approval. All of this must be done before the permit can be issued. Newman asked Jeff Nelson to contact the office and review what has been received. Superintendent Newman then had to leave the meeting as there was a light on at one of the lift stations.

7. Treasurers Report: Treasurer Nielsen reviewed the balance sheet and profit and loss statement with the District Board. Balance in checking on June 30, 2019 was $24.80. Nielsen had been in to review the bank statements and reconciliations and found the books to be in order. Claims submitted for today include three EFT payments for payroll taxes as well as check numbers 11858 thru 11873 for a total amount of $259,680.73. (Includes $200,000 check for CD at Northwood’s Credit Union). Nielsen also presented a Mid-Year Financial Review of the District’s position. He noted that fund balance are up from June of 2018. Motion was then made by Strandlie second by Gretsfeld to approve the treasurer’s report and payment of the bills which include three EFT payments as well as check numbers 11858 thru 11873 for a total amount of $259,680.73. Motion carried 5/0.

Board discussed the interest rates and the possibility of taking out another CD while rates are good. Board discussed the Visu-Sewer project and the possibility of getting the work done yet this fall and believe is may be sometime before the work is completed as the report from the televising has not come in yet for review. After much discussion it was decided to invest $200,000 in a 4 year term where ever the best rate is at. Treasurer Nielsen will check on rates.

8. Old Business

 a. Flow Numbers: Flow numbers were presented for the month of June 2019. Average daily flow was 87,813 gpd.

9. New Business – None to discuss

10. Adjourn: Their being no further business to discuss a motion was made by Strandlie second by Gretsfeld to adjourn the meeting. The motion carried and the meeting adjourned at 6:17 p.m.

Minutes by Darla Hall, Executive Director