**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**June 19, 2019**

**@ MLWSSD Office**

1. The regular meeting of the MLWSSD was held on June 19, 2019 at the District Office. In the absence of Chairman Kuster, Vice Chairman Koski called the meeting to order at 5:30 p.m. Those members in attendance included: 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: Director Hall asked that item b. Mary Sturgeleski be added under her report. Motion was then made by Nielsen second by Strandlie to approve the agenda as amended. Motion carried 4/0.

3. Guests: Michelle Swoboda, Wipfli- 2018/2017 Financial Audit: Michelle Swoboda of Wipfli was present at the meeting to review the 2018 and 2017 Financial Audit. The net position of the District was increased by $124,670 during 2018. Operating expenses were down in 2018 from what they were in 2017 which was largely due to the loss on disposition of capital assets with the sale of the monitoring manhole to the City of Moose Lake in 2017. Swoboda discussed legal compliance and noted they found nothing that the District failed to comply with.

4. Approval of Minutes: District reviewed the regular meeting minutes of the MLWSSD for the May 15, 2019 meeting. There being no changes to the minutes a motion was made by Strandlie second by Gretsfeld to approve the Regular Meeting Minutes of the May 15, 2019, MLWSSD meeting. Motion carried 4/0.

5. Executive Directors Report:

 a. Lateral Line Inspection Continue Discussion: Director Hall provided the board with a summary of a few lateral line programs for the metropolitan area as well as Duluth. She noted the information was from 2015. In addition information was provided from the EPA regarding private sewer laterals (June 2014). Hall noted that the EPA report talks about different ideas as far as working with the homeowners on getting lateral line inspections completed. Gretsfeld commented that financial assistance for lateral repairs is really what’s needed and questioned if there are any programs available for this type of thing. Nielsen discussed the point of sale inspections and starting the language on our own. Previously the District had discussed waiting for the City to adopt some language on point of sale inspections but perhaps the District should just move forward on its own. The question arose on who would be in the area that could do the inspections. It is believed that Midway Sewer no longer does them in this area. Hall indicated that some of the other cities also require inspection being done when a permit is pulled for disconnect or reconnect. After much discussion it was decided to have Hall start working on language for point of sale inspections. Hall noted that the League of Minnesota Cities has some language available she can work with.

 b. Mary Sturgeleski PID 63-022-3861: Director Hall informed the board that during the jetting and cleaning of the sewer lines and issue arose with one of the home owners having toilet paper and sewage come up in the bathtub etc. and blast all over the bathroom. Superintendent Newman indicated that he was working with Visu-Sewer that day and believes he knows exactly when it happened. The homeowner has submitted a bill for clean-up of $75. Hall noted that the District did approve another home a few years back when jetting and cleaning of the lines created a similar issue. Motion was made by Strandlie second by Gretsfeld to approve the reimbursement of $75 to the parcel owner 63-022-3861. Motion carried 4/0.

6. Superintendent Report: See written report prepared by Superintendent Newman. The broken clean out pipe on the south side of the lot at Gampers was discussed. Newman put in a reminder call to them about getting it fixed. Gretsfeld suggested perhaps Gampers needs to install bollards to protect the pipe as it has broken many times before. Director Hall to check the ordinance language on repairs of clean out pipes and send Gamper’s a letter giving them 10 days to fix and noting they need to install something to protect it such as manhole lid or steel post.

Quality Flow was out to complete the station inspections. Lift Station “I” was discussed and Keith felt the controls and box should be upgraded. He got a quote from Quality Flow for $1,541 to upgrade that Station and preapproval from the Chairman to do the work. In addition Keith discussed getting extension ring put on this station as long as Quality Flow will be doing some wiring. He noted the 2012 flooding caused a great deal of damage to these parcels and although repaired he felt the collection well is lower than ideal. Quality Flow has a 12” extension available so Keith has pricing on the way for that.

The Ryden property on Sand Lake was discussed. The permit application and connection fee has been submitted, however, no signed letter from the Township to cut in the road way nor has the street obstruction bond or engineered drawings been submitted.

Superintendent Newman discussed filling and clearing of easements and landscaping. He noted the property of Jim Lind, Fitchners and a few of the lift stations. Fitchner’s property has an issue with the grass not growing back where work was done and Jim Lind property has sunken areas where work was done. District Board agreed to have Keith move forward with getting dirt and seed in both those areas.

Easement clearing was discussed. Newman noted the area behind Birchview needs a machine to clear easement as there are a lot of small tree’s. He noted there are 6 or 7 houses in that area. District board would like it surveyed as well so that the work does not go outside of our easement area. Koski commented it was a good idea to get it cleared out as that lets people know it is our easement area. After much discussion it was decided to have Newman get pricing on having the work done.

Visu-Sewer was out and completed the work of the cleaning and televising the balance of Unit 2. Superintendent Newman worked with the crew daily planning out the work for the next day or two and staying ahead of them marking manholes and unearthing them. Once Visu- Sewer has the results of the televising we will review and make plans for any repairs needed. Keith noted he did not have Visu-Sewer do one of the manholes on the beach side as it is at water level and bolted down and gasketed.

Permits issued during the month include James Terry 33.5126.000 to disconnect an existing cabin for demolition and reconnection of a new dwelling.

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss and balance sheet for the month of May 2019 with the District. Nielsen had been in to review the bank statements and reconciliation and found the books to be in order. Balance in checking as of May 31, 2019 was $8.167.37. Claims submitted today include two EFT payments as well as check numbers 11836 thru 11857 for a total amount of $66,602.71. Hall noted that she did transfer $55,000 from the money market to the checking account today to cover this evenings bills. Motion was made by Gretsfeld second by Strandlie to approve the treasurer’s report as well as paying of the claims for a total amount of $66,602.71 which include two EFT payments as well as check numbers 11836 thru 11857. Motion carried 4/0.

Treasurer Nielsen discussed the $205,853 CD coming due at First National Bank and provided the board with information on rates from Members Credit Union as well as Northwood’s Credit Union. Nielsen advised that Northwood’s Credit Union had a more favorable 5 year CD rate at 3.1%. First National Bank proposed a 5 year rate of 2.65%. Nielsen did not recommend Members Credit Union as it would require having more accounts there including checking. Board directed Treasurer Nielsen to see if FNB would match Northwood’s Credit Union’s rate. This CD would then mature in July of 2024. Nielsen also recommended moving $200,000 from the money market account to a 4 year CD maturing in July 2023. Hall and Nielsen will look at the account balance during the month of July to determine how much can possibly be invested.

8. Old Business

 a. Flow Numbers: Average daily flows for the period of May 2019 were 107,505.92 gallons per day.

9. New Business: None to discuss.

10. Adjourn: There 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 7:07 p.m.

Minutes by Darla Hall, Executive Director