**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**October 16, 2019**

**@ MLWSSD Office**

1. The regular meeting of the Moose Lake Windemere Sanitary Sewer District was held on October 16, 2019 at the MLWSSD office. Meeting was called to order by Chairman Byron Kuster at 5:30 p.m. Board members present included Chairman Kuster, Cliff Koski, and Clair Strandlie. Henry Gretsfeld and Eric Nielsen were absent from the meeting. Also in attendance were Executive Director Darla Hall and Superintendent Keith Newman.

2. Approval of the Agenda: There being no changes to the agenda a motion was made by Strandlie second by Koski to approve the agenda as written. Motion carried 3/0.

3. Guests: None scheduled.

4. Approval of Minutes: Correction was made to the September 18, 2019 regular meeting minutes on page 2. Motion was then made by Strandlie second by Koski to approve the corrected Regular Meeting Minutes of the September 18, 2019 MLWSSD meeting. Motion carried 3/0.

Motion was then made by Koski second by Strandlie to approve the Budget Meeting Minutes of the September 18, 2019 MLWSSD meeting. Motion carried 3/0.

5. Executive Directors Report:

 a. Point of Sale, New Construction and Disconnect/Reconnect Certificate of Compliance Ordinance No. 3 – Draft 10/09/2019: Board members discussed the recent draft and agreed it read a lot simpler than previous draft. Kuster questioned language on page 3 regarding getting an estimate for cost of a repair and would like it clarified that it is the property owners responsibility to get. Hall to work on language for that paragraph and bring back to next meeting. Hall noted she had found several companies in Duluth, Cloquet and Chisholm that do televising inspections on lateral lines and would be willing to come to Moose Lake. The prices ranged from $150 to $300. Board discussed keeping a list of those companies available on hand for customers.

 b. County Certification Listing Delinquent Accounts: Director Hall presented the delinquent user fee list to be certified to the county auditors for collection on the 2020 property tax. She noted that several of the payments usually come in before October 31st deadline and will remove those that come in before it is sent to the county auditors. Motion by Koski second by Strandlie to certify delinquent user fees to Pine County in the amount of $9,598.88 and Carlton County in the amount of $21,014.71 with Hall removing any delinquent accounts that get paid prior to certification. Motion carried 3/0.

 c. Connection Fee Discussion – Tabled until next month. Kuster informed the board that Governor Walz is looking at doing a bonding tour of Minnesota for public works projects for funding next year. The State is looking at 5.3 billion in funding for projects next year. It was questioned if these were shovel ready projects for the funding. Hall to look into article to find out more information.

d. 2019 Audit – Director Hall asked the Board if they would like her to get an engagement letter from Wipfli for the 2019 Audit or look into another firm. Hall noted she did discuss this item with Treasurer Nielsen before the meeting and his thoughts were to go with Wipfli for another year but it is up to the rest of the board members. Board authorized Hall to move forward with getting the engagement letter from Wipfli and bring back to the next meeting.

6. Superintendent Report: See report as prepared by Superintendent Newman. Newman had a discussion with Greg Gamst about a possible connection point with his lot on Coffee Lake. Gamst is now working with Joe Jirovek (owner of Gampers) on a possible easement. Newman informed Greg that the easement could be drawn up but no pipe could be installed until the lot is being developed.

Quality Flow was out to install the new pump guide rail system on Station C and 2. They also replaced check valves on Station 2 as they were worn. Station I had a new control panel installed along with an extension on the collection well. Station H had an electrical breaker in control panel replaced and a pump motor contactor.

Keith spoke with Visu-Sewer on the recommendations from the televising reports and reported it may be a couple months before they have time to complete the recommendations.

7. Treasurers Report: In the absence of the Treasurer, Director Hall reviewed the balance sheet and profit and loss statement with the Board. She noted that Treasurer Nielsen had reviewed the reports and the bank reconciliation and statements and found the books to be in order. The balance in checking as of September 30, 2019 was $26,497.50. Claims submitted for today included three EFT payments for payroll taxes as well as check numbers 11907 thru 11921 for a total amount of $31,101.19. The bills for today include the payment to Quality Flow for the pump guide rail systems and other work completed this month. Motion was made by Strandlie second by Koski to accept the Treasurers Report as well as payment of the claims to include three EFT payments and check numbers 11907 thru 11921 for a total amount of $31,101.19. Motion carried 3/0.

8. Old Business:

 a. Flow Numbers: Average daily flow for the month of September was 76,388.

9. New Business – None to discuss

10. Adjourn: There being no further business to discuss a motion was made by Strandlie second by Koski to adjourn the meeting, the motion carried and the meeting adjourned at 6:20 p.m.

Minutes by Darla Hall, Executive Director