**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**August 19, 2020**

**@ MLWSSD Office**

1. The regular meeting of the MLWSSD was held on Wednesday, August 19, 2020 at the District Office. Chairman Kuster called the meeting to order at 5:30 p.m. Those members in attendance included: Chairman Byron Kuster, Vice-Chairman Cliff Koski, Treasurer Eric Nielsen, and Clair Strandlie. Henry Gretsfeld was absent from the meeting. Also in attendance were: Executive Director Darla Hall, Superintendent Keith Newman, City Administrator Katie Bloom, Mayor Ted Shaw, Public Works Superintendent Phil Entner, and City Council Member Greg Sarvela. Meeting was held in the back room to provide for social distancing, masks were provided and proper COVID-19 guidelines were followed.

2. Approval of the Agenda: Director Hall asked that item a. Voided Checks be added under the Treasurers Report. Motion was then made by Nielsen second by Strandlie to approve the agenda as amended. Motion carried 4/0.

3. Guests: City of Moose Lake – City Administrator Katie Bloom, Public Works Superintendent Phil Entner, Mayor Ted Shaw, and City Council Member Greg Sarvela: District reviewed a brief synopsis of what had transpired over the last few months regarding the calibration of the flume meter and the calculations between the Districts lift station #1 readings and the City’s flume meter. The District has had their LS calibrated and is looking for the City to split the cost of having In Control (original installer of the flume meter) check the parameters on the flume meter unit as nothing was found wrong with the District’s LS. The flow numbers still are coming in high between the two readings. The cost is estimated at $2,500. Mayor Shaw indicated they trust Phil with who he has chosen to calibrate that station and the council has a contract with that individual therefore they are unable to approve another company coming in. The District would need to go directly to the City Council as a whole to ask for approval.

Kuster commented that the District has paid 75% of the overage bill and are holding the other 25% until it can be resolved with something fair and equitable between all parties. The City commented they have not charged a late fee on the money to date but it is in the contract that they are allowed to do that and that they need to follow the language of the contract. City Administrator commented she thought the fee was something like 10% monthly.

Phil Entner discussed the difference between the way the calibrations were done by both companies and that the City’s company uses an electro sonic radio meter that calculates within a 1000th of an inch where the Districts company uses a ruler measuring within ½ to ¼ inch. The City used to utilize the services of Tech Sales but no longer use them because of this The City then contacted Brad White of First Systems and put him on a conference call to discuss how the calibration was done. District spoke about talking with In Control the company who installed the Pulmor Bolus Flume and they have reviewed the calibration reports from both Tech Sales (the District’s calibration company) and First Systems (the City’s). In Control felt the parameters in the program itself may be set incorrectly. Entner commented that Brad White would be calibrating the station again the beginning of September. After much discussion, the City agreed to allow the District to have In Control present when the calibration was done in September to look at the parameters but the City would not be contributing to any of the cost to do so. It was questioned why the City had their calibration company come up a few days after the District had it done. The City indicated they are on a schedule with First Systems to calibrate twice a year and it just happened to fall on that date. The members of the City of Moose Lake left the meeting.

A motion was made by Koski second by Strandlie to have Keith contact In Control and coordinate with the City of Moose Lake and First Systems on having In Control on site to verify the settings of the parameters on the flume meter when it is calibrated. Motion carried 4/0.

Director Hall to continue to hold the payment on the remaining overage charges from 2019. It will be discussed after the September calibration results. Hall to also check the contract language regarding the late fee charges.

4. Approval of Minutes: Board reviewed the minutes of the July 15, 2020 meeting. It was asked that language be included regarding members practicing social distancing and wearing masks. Motion was then made by Nielsen second by Koski to approve the July 15, 2020 Regular Meeting Minutes as amended. Motion carried 4/0.

5. Executive Directors Report:

 a. Point of Sale Ordinance – Adopt Ordinance #3- Director Hall indicated that changes were made to the previous draft of the ordinance after the last meeting. Page 4 under Procedures the term “licensed” contractor was removed. Under Section 10, the fee for violation has been changed to $200. The language was clarified under the Point of Sale discussion regarding distribution of funds to pay invoices. Hall noted that the document remains being attested by the Secretary. The legislation that created the District states the District has an appointed Secretary who can be the Executive Director or another member of the board. In discussions with the attorney, Mia thought it best to leave it as is since all other ordinances have the same language. Hall noted that adopting of the Ordinance takes place at a regular meeting with our only requirement being to publish and record at the counties.

It was noted that the Plumbers Report now requires the Superintendent to be notified 24 hours prior to conducting the inspection and televising. District directed Hall to remove the phone number and indicate to contact the Superintendent rather than naming anyone.

Hall to make that final change and noted that the board members should review Ordinance #3 before the next meeting so that it can be approved and adopted. Board discussed the date to begin and decided January 1, 2021 should be the date so that meetings can be held and the public informed.

 b. Approval of Publication of Posting Ordinance #3 – Summary – Director Hall presented Resolution No 110-20 directing the publication of the Ordinance by summary as well as Exhibit –A which outlines the language of what would be published in the paper. Hall contacted the paper about publishing costs of the entire ordinance and the estimate was $675. District’s attorney prepared a summary which outlines the main points of the ordinance. Hall asked that the board members review the Summary and let her know of any changes before the next meeting date so that they can be incorporated into the document.

 c. Set Budget Meeting for September 2020/Regular Meeting Date: Motion was made by Koski second by Strandlie to hold the Budget Meeting of the District at 5:00 p.m. on September 16, 2020 with the regular meeting immediately following. Motion carried 4/0. Hall to post and publish notices.

6. Superintendent Report: See written report prepared by Superintendent Newman. Keith reported that Station A’s controller was malfunctioning turning pumps on and off when not called for. New controller was installed. Keith received a call from Quality Flow concerning a pump they pulled from Station H. After their review it was indicated the pump would need extensive rebuilding. After discussion with the Chairman and Director it was decided to move forward with replacing both pumps considering the possible condition of the remaining pump and pumping efficiency. Those pumps have now been installed. \

 a. Update on Manhole Aldrin Property: Superintend Newman met with Ben of Straightline Surveying regarding the right of way on Sand Lake Road. Ben, Steve Aldrin and Newman met on site and with Steve’s consent Ben created the right of way that best suited the area. Straightline created a construction easement for the District to install the manhole. The original idea was to install the manhole in the right of way but with the ditch having a steep upward slope it is thought that there will be erosion that will expose the westerly side of the MH structure. There is also a power pole adjacent to the spot that would need to be supported during the project. Newman suggested perhaps the district should consider moving the manhole easterly if Steve Alderin would be willing to work with the District on an easement. Newman estimated it would need to move approximately 10 feet into Alderins field and there would be a small overlap with the Ryden’s easement. Koski will go out and review the area in question with Keith. The board agreed to move forward with working with Alderin on an easement for the manhole.

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss and balance sheet with the District for the month of July. Nielsen noted he had reviewed the bank statements and reconciliation and found the books to be in order. The balance in checking as of July 31, 2020 was $41,101.85. Today’s claims include check numbers 12075 thru 12080, and then check numbers 12086 thru 12097 as well as two EFT payments for a total amount of $20,314.45. Nielsen went over the 2020 mid-year financial review comparing income and expenses for the first six months of 2019 and 2020 and how they compare with the budget. Motion was then made by Strandlie second by Koski to approve the treasurer’s report as well as the payment of claims including check numbers 12075 thru 12080, 12086 thru 12097 as well as two EFT payments for a total amount of $20,314.45.

 a. Voided Checks: Director Hall discussed several checks that were lost in the mail from the July meeting. Those check numbers were 12066, 12067, 12068, 12071 and 12072. Hall noted that she stopped payment on 12066 and 12067 as they were to the City of Moose Lake for debt service and treatment fees. A stop payment was also put on check number 12072 as this was to Northwood’s Power and Equipment. The other two checks missing, 12068 and 12071 were for rent payment to Down Town Dental as well as electric bill to Moose Lake Power. Hall noted that she voided those checks in the accounting system but did not stop payment on them as the bank charges for each stop payment. In the event the checks arrive at those companies and are cashed Hall will make the internal adjustment since they are a regular monthly expense. Check numbers 12081 thru 12085 were issued to replace those lost checks from the last meeting.

8. Old Business:

 a. Flow Numbers: The average daily flows for the month of July were 75,638 gpd.

9. New Business: Kuster questioned if the District ever thought about possibly subleasing the office space on the days it is not occupied. There was a question regarding the security of confidential records in the office as well as if the rental agreement lease would allow it.

10. Adjourn: Motion was made by Nielsen second by Strandlie to adjourn the meeting, the motion carried 4/0 and the meeting adjourned at 7:40 p.m.

Minutes by Darla Hall, Executive Director