**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**December 16, 2020**

**@ MLWSSD Office**

1. Due to the recent increase in COVID-19 cases, the regular meeting of the MLWSSD was held on Wednesday, December 16, 2020 via conference call. Proper posting guidelines were followed. 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, Henry Gretsfeld and Clair Strandlie. Also in attendance were: Executive Director Darla Hall and Superintendent Keith Newman.

2. Approval of the Agenda: Strandlie motioned and Gretsfeld seconded to approve the agenda as written. Motion carried 5/0.

3. Guests: None Scheduled

4. Approval of Minutes: District Board reviewed the minutes of regular meeting of the MLWSSD for November 18, 2020. There being no changes or corrections a motion was made by Nielsen second by Strandlie to approve the November 18, 2020 Regular Meeting Minutes of the MLWSSD as written. Motion carried 5/0.

5. Executive Directors Report: Director Hall reported that the Point of Sale Ordinance #3 has been posted to the website and that the letters will be going out this week to those on the sewer system, realtors and title offices. Kuster suggested Hall check with the local library to see if a copy of the Ordinance can be put on file as well.

a.City of Moose Lake Outstanding Overage Charges: Director Hall reviewed the flow data with the Board members. The month of November flows were down again in comparison to LS #1. Average gpd for the month were 46,006. Hall noted that City Administrator Katie Bloom called and discussed the overage and indicated that one more bill will come and if not paid the matter would be sent over to the attorney. Hall informed her that the matter would be discussed this evening and also informed her that after the City’s last calibration and the adjustment of the “zero off set” to the manufactures specifications, the flows had come down.

District board discussed the issue and agreed that a meeting should be held with the City to attempt to arrive at a solution. Director Hall to get the calibration notes from the City on all calibrations done since they took over the flow meter as well as the settings for the flume meter from the manufacturer. In addition the calibration notes the District has had done the past several years should be included for reference. Chairman Kuster, Hall, and Newman to meet with the City Administrator and Public Works Superintendent to attempt to resolve the issue and discuss the calibration information and how it affected the flows (zero off set number), running faucets etc. It was noted that the overage charges for 2020 would be coming in January and they need to be discussed as well as that data will be based on bad data as well. Gretsfeld commented that based on the readings now it appears something is drastically wrong. Hall to set up meeting with the City after gathering the data.

b. Set Organization Meeting for January 2021: Motion was made by Gretsfeld second by Strandlie to hold the Organizational Meeting on January 20, 2021 at 5:00 p.m. with the regular meeting immediately following the closing of the Organizational Meeting. The meeting will again be held by conference call due to the COVID issue. Director Hall to post the notice in the legal paper as well as the posting locations. Motion carried 5/0.

6. Superintendent Report: See written report prepared by Superintendent Newman. Keith reported that Quality Flow was out to look over Kenwood North lift station. The flows increased after two alarms during the month. The technician checked the parameters in the controller to ensure that it was good and reported that everything was fine with the pumps and controller. He performed a manual calibration and was in sync with the controller reading.

Newman reported that the manhole work has been completed on the Steve Aldrin property. The Ryden’s worked with attorney John Warp to get their easement completed. Johnson Underground installed the manhole. Wolf Creek Dirt Works installed the sewer line to the property line of Aldrin’s for the future connection to the vacant lot of Sikich. This was part of the agreement with the Aldrin’s so that their property did not have to be dug into more than once. Both contractors will be back in the spring to finish up the grading and seeding on the Aldrin property. Newman noted that Johnson Undergrounds estimate for the project went up a bit due to the cost of supplies going up since the estimate was given. Also the project needed adjusting rings for manhole.

Permits issued for the month include permit to Wolf Creek Dirt Works for the Ryden connection on parcel 63-230-0080. Permit issued to Sun Bay Mobile Home Court 33.0244.000 for repairs and included an upgrade of a section of old clay tile pipe to PVC. Newman noted this was a very nice improvement. Permit also issued to Gobel Aggregate for Greg Carlson parcels 33.5135.000, 33.5136.000 and 33.5138.000. This is for a disconnect of two cabins by demolition in preparation to build a new home and guest house.

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss statement as well as the balance sheet for the month of November with the Board. Nielsen noted he had reviewed the bank reconciliation and statements and found the books to be in order. The balance in checking on November 30, 2020 was $4178.03. Claims submitted for today include two EFT payments for payroll as well as check numbers 12153 thru 12168 for a total amount of $23,593.97. It was noted that today’s bill include the invoices for the manhole work and sewer line from Johnson Underground and Wolf Creek Dirt Works. Check numbers 12148 thru 12152 were voided checks that were miss printed. Treasurer Nielsen discussed the balance in the money market account and taking out another CD in the coming months. He will begin discussion with First National Bank to see what they have to offer. Motion was made by Gretsfeld second by Strandlie to approve the treasurer report as well as the payment of the claims to include two EFT payments and check numbers 12153 thru 12168 for a total amount of $23,593.97. Motion carried 5/0.

8. Old Business:

 a. Flow Numbers: Average daily flow for the month of November were 46,006.

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 6:41 p.m.

Minutes by Darla Hall, Executive Director