**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**February 19, 2020**

**@ MLWSSD Office**

1. The regular meeting of the MLWSSD was held on February 19, 2020 at the District Office. Chairman Kuster called the meeting to order at 5:30 p.m. Those members in attendance included: Chairman Kuster, 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: Item d. Computer was added to Director Hall’s report and item b. Performance Review was added to Old Business. Motion was then made by Strandlie second by Koski to approve the Agenda as amended. Motion carried 5/0.

3. Guests: None scheduled.

4. Approval of Minutes: Board reviewed the minutes from the month of January. Motion was made by Gretsfeld second by Koski to approve the January 15, 2020, Regular Meeting Minutes of the MLWSSD. Motion carried 5/0. Motion was then made by Nielsen second by Strandlie to approve the January 15, 2020, Organizational Meeting Minutes of the MLWSSD. Motion carried 5/0.

5. Executive Directors Report:

 a. Insurance Renewal – Waiver Form: Director Hall presented the Board with the Liability Coverage Waiver Form. Motion was made by Koski second by Nielsen to indicate that the MLWSSD does not waive the monetary limits on municipal tort liability established by Minnesota State Statutes 466.04. Motion carried 5/0. Hall to finish up the insurance documents and get them submitted for renewal.

 b. 2019 Treatment Overage Charges – City of Moose Lake: Director Hall presented graphs of the flow data by month for the Flow Meter and Kenwood North for the past several years. District reviewed the month of January flows and the difference between flows from Lift Station 1 and the Flow Meter are still running extremely high (between 500 to 720 gpd per home). Superintendent Newman is waiting on quote from Jasper Engineering for recalibrating the flow station. Keith will contact Mark at Tech Sales if nothing comes back by end of week from Jasper Engineering so it gets done as soon as possible. Kuster discussed the issue of the flows being up and indicated that pending the outcome of the flow recalibration, the District may need to contact the City to see if more capacity is available at the treatment ponds. This would increase the percentage of debt service the District pays but eliminate the overage charges. Director Hall had sent out the overage bill from the City of Moose Lake via email to board members to review. She noted that the invoice was included with today’s claims but suggested perhaps holding the check until the flow meter could be recalibrated.

 c. Point of Sale Ordinance: Director Hall presented the 2/13/2020 draft of the Point of Sale Ordinance. Hall noted that she had been working with the attorney and the document now includes additional definitions which makes the document easier to read and ties it to language with Ordinance No.1 and Ordinance No.2. It was noted that the correction notice and compliance certificate should include the parcel number. Attorney Thibodeau is also working on an inspection report form for the plumbers to use as well and suggested the District have the engineer review the ordinance and forms before final adoption by the Board. Board to review the document and send an email with any additions or changes they feel necessary before Hall sends off to Kelly Yahnke for review.

 d. Computer: The office computer is currently operating on Windows 7 which is no longer supported for updates. Hall noted she had spoken with Treasurer Nielsen about having someone come in to either install Windows 10 on the current computer or replace the computer and have programs moved over to new system. The office computer was purchased in 2014. Hall has the contact information for the person who has worked on the computer in the past and will see if he is available to look into the system and update or help with replacement of the computer. Treasurer Nielsen has some possible IT people as well if necessary.

6. Superintendent Report: See written report prepared by Superintendent Newman. The City of Moose Lake contacted Keith about details on Kenwood Ave homes located on the City side of the system. It appears a homeowner is having water issues in the basement where there is no drain. Keith informed them that the prior owner had a drain outside of the basement walkout that the District had them cap and he suggested they get a company over to unclog and televise the pipe to see what’s going on.

 a. Visu-Sewer Televising Report: Visu-Sewer has recommended the District start with repairs to section “E” that has a sag and connections that are leaking. This is a section of line that is north of the Anderson house entering Pie Swanson Point in a swampy area. Keith asked the board if they wanted Kelly to review and provide his thoughts on the project. It was questioned if specs would need to be developed or what. Gretsfeld discussed the directional bore option. It was decided to get Kelly’s thoughts on the project.

Keith discussed replacement of the control panel at Station “H” like what was done with Station “I” this past year. The unit is aged with components failing. Keith had a quote from Quality Flow in the amount of $3322. Board agreed to move forward with replacement at Station H.

Keith also discussed station “J” located at the end of Parkview Road. This is a station for one home and is basically a manhole structure with a sump pump in it. He noted it is the original with the install so approx. 40 years old. The District had a few of these and this is the only one left like this on the system. Keith estimated a fiberglass station to replace this would be around $6,000 plus the install. Board briefly discussed but no action taken at this time.

Keith will get pricing on cleaning and televising of Coffee Lake up to where the District connects with the City.

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss and balance sheet with the District for the month of January. Nielsen had been in and reviewed the bank statements and reconciliation and found the books to be in order. The balance in checking as of January 31, 2020 was $46.677.65. Claims submitted for today include 2 EFT payments as well as check numbers 11973 thru 11992 for a total amount of $24,766.34. This amount includes payment to the City of Moose Lake for 2019 overage for an amount of $7584.55. Motion was then made by Gretsfeld second by Strandlie to approve the Treasurers report as well as payment of the bills to include 2 EFT payments, check numbers 11973 thru 11992 for a total amount of $$17,181.79. Check number 11979 in the amount of $7584.55 will be voided and resubmitted once the calibration has been done and the numbers reviewed. Motion carried 5/0.

 a. 2019 Financial Review: Treasurer Nielsen reviewed the consolidated Profit and Loss for the years ended 2019 and 2018 showing the variance between the years. He noted that the statement of fund balances at 2019 year end had a one year change of $163,690 or 13.4%. Nielsen went onto discuss the cash currently on hand and made the recommendation to take out another CD at First National in the amount of $300,000. It would be a 36 month CD at 2%. Board agreed. Director Hall and Treasurer Nielsen to make the arrangements at the bank and get the CD set up.

8. Old Business:

 a. Flow Numbers: The average daily flow for the month of January was 82,538 gallons per day.

 b. Performance Review: Kuster noted that he had prepared a written review and asked that Hall leave the room for the Board to discuss. Motion was then made by Gretsfeld second by Strandlie to give Director Hall a 3% pay increase effective February 1, 2020. Motion carried 5/0. Hall to print off Performance Review for board member signatures.

9. New Business:

 a. Annual Township Meeting March 10, 2020: Gretsfeld and Strandlie will attend the Windemere Township annual meeting on behalf of the District and Byron Kuster will attend the Moose Lake Township annual meeting on behalf of the District. Director Hall provided those members with a summary report of 2019 as well as a map of the District.

10. Adjourn: There being no further business to discuss a motion was made by Gretsfeld second by Strandlie to adjourn the meeting. The motion carried and the meeting adjourned at 7:08 p.m.

Minutes by Darla Hall, Executive Director