**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**July 15, 2020**

**@ MLWSSD Office**

1. The regular meeting of the MLWSSD was held on Wednesday, July 15, 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, Clair Strandlie and Henry Gretsfeld. Also in attendance were: Michelle Swoboda from Wipfli, Executive Director Darla Hall and Superintendent Keith Newman. 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 b. Auto Pay Options and c. City of Moose Lake Flow Station Calibration be added to her report. Motion was then made by Gretsfeld second by Strandlie to approve the agenda as amended. Motion carried 5/0.

3. Guests: Michelle Swoboda – 2019 Audited Financial Statements: Michelle Swoboda, Wipfli was present at the meeting to discuss the 2019 and 2018 Audited Financial Statements. The net position of the District was increased by $167,000 during 2019. Operating expenses were up mainly due to the televising and lining project. Swoboda discussed legal compliance and noted that the District was not in compliance for five months on the CD’s at Northwoods Credit Union as the CD value exceeded the FDIC limits but concluded the District was aware and took care of the issue before year end by moving some of the funds back to FNB to ensure they had coverage. Hall questioned the reserves and questioned if the District should perhaps put together something like a 5 year capital plan. Hall noted that the District has done a rehab program over several years and that the system has been upgraded but wondered if something should be put together for the future. Swoboda thought it would be a good idea.

4. Approval of Minutes: Regular Meeting Minutes June 17, 2020: It was noted that a typo was printed on the minutes indicating they were “approved” rather than “unapproved”. Motion was made by Gretsfeld second by Koski to approve the minutes of the MLWSSD June 17, 2020 meeting as written with the correction to the typo. Motion carried 5/0.

5. Executive Directors Report:

 a. Point of Sale Ordinance – Director Hall provided a copy of the latest draft of the POS Ordinance as well as the forms to be used for that process. The latest draft was dated 6/22/2020 which included some minor language changes which Hall reviewed with the District. Under Section 7 the District noted that the procedure for conducting the inspections should say just “contractor” can conduct televising as versus stating “licensed” contractor. District would also like the attorney to review the section under point of sale which deals with distribution of funds to pay invoices as they felt the language needed clarification. Section 10 of the Ordinance discusses the surcharge penalty fee and it was decided that the fee should be increased from $100 per month to $200. Board members noted that the last page indicates the document is attested by the Secretary and would like it to be attested by the Executive Director. The Plumbers Report was discussed and it was decided that language should be included similar to the District’s current application for a permit. Language to be included regarding notification of the Superintendent prior to the inspection. Hall to review these items with the attorney and bring back final draft for the board to review at the next meeting. Hall to also check on the requirements for adopting the ordinance and if any public hearings needed to be held etc.

 b. Auto Pay Option: Director Hall informed the Board that after the last meeting she looked into setting up a Venmo account for those people wanting to auto pay. In reviewing the Venmo terms it was noted that Venmo may not be used to receive business, commercial or merchant transaction or for use with goods or services. Venmo is set up to be used between friends and people who know and trust one another. Hall looked into the auto pay option at FNB of Moose Lake. Hall noted in speaking with the bank they did offer some other options such as ACH payments however it can only be set up at those banks that participate in that type of program and FNB of Moose Lake is not one of them. That being said, a large number of District customers bank at FNB. The bank recommended to continue instructing the customers to set up Bill Pay thru their banking institutions. Hall indicated she could contact Banyon, the utility billing program to see what they may have available to purchase for accepting auto payments. District Board decided to continue as we have in the past and direct any one inquiring to the bill payment option which they set up on their own.

 c. City of Moose Lake Flow Station Calibration: Quality Flow was out to look at calibration of Lift Station 1 on June 19, 2020. Newman noted that he invited Phil Entner from the City Public Works to be present when Quality Flow came out to look over the station but he declined. Hall noted that the flows still are fluctuating on the high side between LS1 and the flume. The District has not received any follow up from the letter that was sent to the City of Moose Lake in early June regarding the discrepancies at the station. Hall questioned if the District should set up a meeting between the District and City to discuss. After much discussion it was decided to contact the District Engineer, Kelly Yahnke and have him contact the City of Moose Lakes engineer to discuss and come up with a recommendation.

6. Superintendent Report: See written report prepared by Superintendent Newman. Newman reported that Quality Flow was at station H to install the new control panel. One of the pumps is very slow at pumping water so the pump was pulled and brought back to Quality Flow’s shop to be checked out.

 a. Visu-Sewer Televising Report – Discuss Work on Section E: Keith reported that he has discussed the televising data the Kelly Yahnke. Yahnke has reviewed the data and feels that the Section E sag in the main should just be cleaned and televised every several years as it would be a very expensive repair. Kelly suggested the District should notify the homeowner about the leaking connections that were discovered during the CCTV. There is a possibility that the laterals could be lined from the main or open dig repair. Newman felt it would be good to check both options with the high-water table right in that area and work with our customer on a solution.

 b. Update on Manhole Aldrin Property: Newman provided the system drawing and description of the project to Straightline Surveyors. Straightline will be doing a little work on the project before meeting on site as the road right of way is odd in that area. Keith met with Steve Aldrin and he mentioned there is no road right of way along that stretch of Sand Lake Road. Keith has marked the area for contractor and surveyors. Keith noted that Klint Wylie, Wolf Creek, contacted him regarding the connection as well and was informed that the Ryden’s need to get the easement started.

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss and balance sheet with the District for the month of June. Nielsen noted he has reviewed the bank statements and reconciliations and found the books to be in order. Balance in checking as of June 30, 2020 was $33,934.06, with the money market savings at $51,805.77. Nielsen indicated that the District may need to look at purchasing an additional CD in the next month or so. Claims submitted today for approval include three EFT payments for payroll as well as check numbers 12060 thru 12074 for a total amount of $61,965.82. Director Hall noted that the August payment to the City of Moose Lake for principal and interest for debt service is included in today’s claims. Motion was made by Gretsfeld second by Strandlie to approve the Treasurers Report as well as the claims for a total amount of $61,965.82 which include the 3 EFT payments for payroll taxes and check numbers 12060 thru 12074. Motion carried 5/0.

8. Old Business:

 a. Flow Numbers: The average daily flows for the month of June were 74,200 gpd. It was noted that the difference in flows from the flume versus LS1 continue to read high between the two stations since LS 1 was calibrated by Quality Flow. Board members were also presented with the flow chart for the past several year and precipitation totals.

9. New Business: None to discuss.

10. Adjourn: There being no further business to discuss, a motion was made by Gretsfeld second by Koski to adjourn the meeting. The motion carried 5/0 and the meeting adjourned at 7:31 p.m.

Minutes by Darla Hall, Executive Director