**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**June 17, 2020**

**@ MLWSSD Office**

1. The regular meeting of the MLWSSD was held on Wednesday, June 17, 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: 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 Gretsfeld second by Strandlie to approve the agenda as written. Motion carried 5/0.

3. Guests: None scheduled.

4. Approval of Minutes: Regular Meeting Minutes May 20, 2020: A typographical error was noted and corrected. Motion was then made by Gretsfeld second by Koski to approve the May 20, 2020 Regular Meeting Minutes of the MLWSSD as corrected. Motion carried 5/0.

5. Executive Directors Report:

 a. Point of Sale Ordinance – Tabled until further review by engineer and attorney: Director Hall noted that the Point of Sale Ordinance had been forwarded onto the attorney with a few questions that were identified by Chairman Kuster. Hall is waiting on the response and will then have the engineer review along with the inspection and compliance forms and will hopefully have something back for the next meeting.

 b. Sand Lake Resort Connections: Additional capacity status: Director Hall sent the SEH calculations onto District Engineer Kelly Yahnke for review. Kelly indicated that he felt the calculations made sense and were a reasonable request. Basically as indicated on their calculation the District would be looking at getting 33.60 additional single family home equivalents from the City of Moose Lake. Hall indicated she spoke with Kelly about the issue of moving the District’s main out of the resort and his thoughts on District spending funds to help get line moved into roadway or service road. Yahnke said there was nothing wrong with the District doing such a thing, but suggested the District look at perhaps splitting the cost or come up with a number on moving line as it would benefit both parties. The units in the complex would be looked at as year round units with the connection fee being based on what is being added over and above what is already there. Hall noted she questioned Kelly about District flows already being over our capacity and making sure enough was asked for the resort and Kelly noted that if it was a concern the District could always put a temporary meter in to check on flows.

District questioned if anything was received from the City of Moose Lake regarding the partial payment for the 2019 overages and the flow calibration issue. Hall noted the letter was hand delivered to the Interim Administrator Katie Bloom and a copy was also mailed to Mayor Shaw last Monday. Hall informed the board that information was included in the letter regarding how the contract requires the City to deduct flows for their portions of homes in that area at 240gpd per home and the flows were calculating anywhere from 700plus gpd and 1000 gpd per home suggesting that this issue needs to be addressed. She has not received any response to the letter. Superintendent Newman reported that Quality Flow is coming the end of this week to do the calibration on Lift Station 1. District will need to monitor the flows over the next few months to see if it changes. It was noted that the wet weather versus dry weather should be taken into account. Hall informed the board that if she gets a response from the City between now and the next meeting she will forward the information onto the board via email.

 c. 2019 Audited Financials: Hall reported that Wipfli has completed the 2019 Audit and the reports were mailed to the office. Hall to contact Wipfli and have them attend the July meeting to go over the audit with the Board. Hall noted that their final payment was included with today’s claims but she had not received the adjusting entries etc. so if approved, the check will be held until they are received.

6. Superintendent Report: See written report prepared by Superintendent Newman. Superintendent Newman reported that he had removed the frost blanket from Lift Station H and that the blanket was purchased used several years ago and will be looking at getting a new one for the coming winter.

Josh of Northwoods Hydraulic and Equipment was out to look at the generator and got the specifications so they can service the unit.

Keith had a parcel check on lot 33.0087.00 on Sand Lake from Brian Ketchmark. Sewer is available to the lot as part of the Neufeld extension. They were wanting to install a capped lateral into the lot but Keith informed them that it is not allowed and must connect to a structure.

Cousins Construction are planning to build a dwelling on parcel 33.0159.003 on 94202 Ghemparr Lane and had concerns with easements.

Keith filled out a survey from MPCA concerning certification and providing education sessions. Due to COVID many classes have been cancelled but they are looking into on line content but stated that people will have a one year period to get the CEU hours in once training becomes available.

 a. Visu-Sewer Televising Report – Discuss Work on Section E: Video has been sent to Kelly Yahnke for his review.

 b. Update on Ryden Connection: Keith met with Johnson Underground to review project. Information will go to Straighline Surveying and they will have to survey that area to ensure manhole is installed within road right of way. District discussed getting a temporary construction easement of 50 feet for installation of manhole. Director Hall has sent the Rydens’s a letter informing them of their responsibility of obtaining an easement from the Aldrin’s. Hall noted she mailed and emailed the Ryden’s but has not heard any response.

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss and balance sheet with the District for the month of May. Nielsen had reviewed the bank statements and reconciliations and found the books to be in order. The balance in checking as of May 31, 2020 was $400.43. Claims submitted for today include check numbers 12041 thru 12059 as well as 2 EFT payments for payroll tax for a total amount of $26,435.07. It was questioned what the Quill bill was for and Hall noted that she had ordered printer cartridges for the laser printer as well as masks, sanitizer etc. for the meetings and office. It was noted that the yearly insurance premium to the League of MN Cities was included in today’s claims. Hall noted it had gone up slightly from the previous year. Motion was made by Strandlie second by Koski to approve the treasures report as well as payment of today’s claims which include check numbers 12041 thru 12059 as well as the two EFT payments for a total amount of $26,435.07. The Wipfli check was approved but will be held until the remaining items are completed. Motion carried 5/0.

Nielsen questioned where the interest was applied for the credit union certificates of deposits. Hall indicated that the interest payments are mailed directly to the District to keep the balance under the $250,000 FDIC insurance. Payments are deposited into checking and CD interest recorded as CD income.

8. Old Business:

 a. Flow Numbers: Average daily flows for the month of May was 80,304gpd. The flows are still high between the flume meter and Lift Station 1. It was noted they are not as high as earlier in the year due to the dry weather.

9. New Business:

 The District discussed the method of payments for customers. It was questioned if many people have come into the office since the COVID. Hall noted that when the last billing was sent out she indicated that payments had to be mailed in. Many of the payments are received by bill pay so the checks come directly from the customer’s bank. Kuster suggested possibly the District could look at Pay Pal as an option for payment. It was noted that pay pal charges the receiver a fee. Setting up a Venmo account was also discussed. The customer could pay by Venmo once the account is set up and indicate on the description line their account number or parcel ID number. Nielsen indicated that the payments basically come in as a direct deposit payment (ACH) to the bank. Hall will look into and send out information with the quarterly billing.

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 6:32 p.m.

Minutes by Darla Hall, Executive Director