**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**May 20th, 2020**

**@ Zoom Meeting https:/us04web.zoom.us/j/9152926767 Meeting ID: 915 292 6767**

1. The regular meeting of the MLWSSD was held via Zoom Meeting as well as conference call on May 20th, 2020. The meeting was called to order at 5:33 p.m. by Chairman Kuster. Those in attendance included: Chairman Byron Kuster, Vice Chairman Cliff Koski, Clair Strandlie, Henry Gretsfeld and Eric Nielsen. Also in attendance were: Executive Director Darla Hall, Superintendent Keith Newman and Sand Lake Resort Owner, Mark Lambert. Strandlie and Gretsfeld were not able to connect via zoom so they were placed on a conference call to listen in and contribute to the meeting.

2. Approval of the Agenda: There being no changes to the agenda a motion was made by Strandlie second by Koski to approve the agenda as written. Motion carried 5/0.

3. Guests: Mark Lambert – Sand Lake Resort Connections: Mark Lambert addressed the Board regarding a proposal of doing a redevelopment of Sand Lake Resort. The proposal would be replacing the old cabins and mobile homes and rebuilding Sand Lake Resort with a new modern building of 66 units. The proposed building would be three story with garage parking below. Some units would be seasonal and some year round. Hall questioned if the units would be sold or rentals. Mark indicated they would be rentals to start and possible owned at a later date. Mark informed the board that at present the MLWSSD sewer line runs thru the center of the property and he would need to look at moving the line to the service road or near edge of property.

Lambert had Dan Hinzman of SEH do a quick study of the existing sanitary use versus the proposed sanitary use and they are suggesting the resort would need up to approximately 33 additional single family home equivalents. Lambert questioned what the next steps were for purchasing additional capacity from the City of Moose Lake. He commented he understood that the City does not have a lot of extra capacity but that they are starting to do some I&I work that my help alleviate those concerns. Kuster commented the sticking point may be the MPCA approval as they previously indicated the treatment ponds were right at capacity. It was noted that at this point the City has been emptying the ponds four times a year versus the normal two. It was discussed that the Sewer District has the contract with the City of Moose Lake for so much capacity and an official request would need to come from the District. Keith Newman suggested getting the District Engineer Kelly Yahnke in on the discussion. Lambert commented that Matt Bolt of SEH has informed the City of Moose Lake that the District may be coming to discuss additional capacity. Koski commented that the District calculates gallons per day but suggested using SEH’s numbers as a template for discussions with City for requesting double capacity for the resort. Board members spoke in favor of the project.

Strandlie commented that he felt it was a good idea and noted that Heidi at Windemere Zoning indicated it fits in with the zoning as the property is already considered commercial residential. Nielsen questioned when the project is proposed to start and Lambert indicated 2022 or 2023, at least two years out.

District discussed the moving of the sewer main and noted that options would need to be discussed with the District Engineer Kelly Yahnke. Keith noted there are new ways without gravity and that the options could be discussed with Kelly. It was commented that Mark Lambert project would be an awesome addition as he has done nice work on other projects. Lambert questioned what the connection fee is at this time. Hall noted for 2020 it is $5,745 per connection. Lambert asked that the District reach out to the City of Moose Lake, Mayor Shaw, our engineer etc. and commented it was no rush but to keep him in the loop.

Mark Lambert left the Zoom Meeting. Due to the timing constraints of the Zoom Meeting, the District Board members took a 10 minute recess and reconnected via telephone conference call with all members participating in that manner. The conference call commenced at 6:15 p.m.

District continued discussion on the moving of the main sewer line. Gretsfeld commented it would be nice to get it moved off of private property and questioned how they justified putting the sewer line thru private property in the first place. Having the line moved would help with maintenance of the system as having it run thru private property leaves a lot to be desired.

After much discussion it was decided to have Hall forward the numbers from SEH onto Kelly for a quick review and discuss additional capacity information as well as connection fees for the building. District would like to use the SEH numbers for approaching the City on capacity.

4. Approval of Minutes: It was noted that due to the COVID-19 pandemic, the March 18th and April 15th regular meetings of the MLWSSD were cancelled, therefore there are no minutes for those two months.

 a. Regular Meeting Minutes February 19, 2020: There being no changes to the February 19, 2020 meeting minutes a motion was made by Strandlie second by Nielsen to approve the Regular Meeting Minutes of the February 19th, 2020 meeting of the MLWSSD as written. Motion carried 5/0.

5. Executive Directors Report:

 a. Point of Sale Ordinance – Tabled until further review by engineer: Director Hall informed the board that some remaining issues with the Point of Sale Ordinance needed further review by Attorney Mia Thibodeau as well as Engineer Kelly Yahnke and would be presented for another review by the District Board at a later date.

 b. Moose Lake Chamber of Commerce – Sponsorship Request: Hall indicated that the District had received correspondence from the Moose Lake Chamber regarding sponsorship for several activities taking place during the summer months. Since the requests were sent, the events have been canceled due to the COVID-19 pandemic. Hall questioned if this is something the board would contribute to in the future. District Board agreed that they did not feel it was something District funds should be spent on.

 c. QuickBooks – Upgraded needed – Replaced in April: Hall informed the board that due to discontinued support to the old QuickBooks program, the program was upgraded to QuickBooks 2020 in April.

 d. City of Moose Lake – Recalibration of Flow Station – Overage bill review: Director Hall and Superintendent Newman updated the board on the situation with the calibration of the flume meter. The City of Moose Lake had the flume meter recalibrated in September 2019 at which time the flow numbers between our lift station and the flume escalated. Since then Newman spoke with City Public Works Superintendent Phil Entner about having the flume meter recalibrated and splitting the cost with the District. Entner advised that the City would not pay half for having it recalibrated but authorized the District to go ahead and have it done if they felt it necessary. Keith had Tech Sales come out and recalibrate on 3/27/2020 and the report came back that some adjustments were necessary and made resulting in a decrease in flow. The beginning of April, the City’s Public Works Superintendent had the flume meter recalibrated again making adjustments which resulted in an increase in flows. Newman noted he had Kelly Yahnke contact In-Control (the company that originally installed the flume meter) look over the calibration’s done by both companies and their belief is that the parameters are off from what they were set at originally. In Control provided a quote of approximately $2,500 to review the flume and recalibrate. Kelly’s suggestion was to have In Control check out the parameters and split with the cost with the City of Moose Lake to start with a clean slate.

Kuster questioned when the last time our Lift Station 1 was calibrated. After much discussion it was decided to have Keith get Quality Flow to come up and check the controller at Lift Station 1. If the discrepancy continues the District will work with the City of Moose Lake on splitting the cost of having In Control, the flume installer come up to recalibrate and check parameters. Board agreed that a portion of the 2019 overage bill should be paid to the City until the calibration issue is resolved. Motion was made by Strandlie second by Gretsfeld to pay the City of Moose Lake $5,688.41 which is 75% of the 2019 overage charge at this time until the calibration issue can be resolved with the City of Moose Lake. Motion carried 5/0. Superintendent Newman to get Quality flow out to check the controller at Lift Station 1. Director Hall to send the payment to the City of Moose Lake indicating that we are looking into Lift Station 1 at this time however if this does not resolve the discrepancy between the two lift stations, the District would like the City of Moose Lake to split the cost of having the flume meter installer to recalibrate and check the parameters to resolve the issue.

Director Hall addressed the Board about the proper protocol in dealing with the COVID-19 pandemic. She noted that since the Stay At Home Order was put in place by the Governor the office has remained closed to the public. Hall noted that she has been coming into the office at different times during the week to take care of the District business as well as working from home. It was questioned if she should be looking for something to modify the office with a glass barrier for dealing with customer contact. Hall also noted that at this time it is believed the virus can be contracted thru the wastewater stream and had concerns about Superintendent Newman’s safety and what would happen if he contracted the virus and was unable to monitor the system. She questioned if someone else should be trained in what needed to be done. The District Board agreed to continue on with the office door closed to outside visitors with no face to face contact at this time.

6. Superintendent Report: See written report prepared by Superintendent Newman. Newman reported there were issues with Station C pump #1 seal failure alarm going off. Quality Flow came up to check it out and found the oil in the pump was milky. District has the option of rebuilding if possible or replacing. If they are replaced Keith recommend switching from hydromatic to CFU’s as they seem to be better pumps and less money. Keith noted the rails are already new and the different pump would accommodate. The cost for the 2 pump installation would be just under $9,000. Board agreed to move forward with replacing the pumps.

Station D & B pump into Station A, and Station A has more hours on it. Station C takes the least flow. Newman suggested perhaps looking at putting the new pump into Station A and moving Station A pump to Station C, depending on the cost for moving them. Gretsfeld agreed. Keith will get cost from Quality Flow on cost of moving those pumps around and check with Chairman Kuster before doing it.

Station J: Station J was discussed at the last meeting but no board action was taken. This grinder pump services one home and is the original install from the 80”s. Keith is proposing to replace with a fiberglass station. Newman will get firm numbers and talk with Kelly and bring back to the board.

 a. Visu-Sewer Televising Report – Discuss Work on Section E: Keith reported that Visu-Sewer is sending a copy of the report and footage onto Kelly Yahnke for review so the District can get his recommendations.

 b. Update on Ryden Connection: Superintendent Newman was in contact with Klint of Wolf Creek regarding the permit for the sewer connection at Rydens and the need for Rydens and Sikich to get an easement from Aldrin’s before anything could be done. Newman also left a message for Sikich regarding the other lot he has there but never heard any response from him.

Keith got a price from Johnson Underground of $5,000 to install a manhole with three or four inlets. This would include disconnection/reconnection of Aldrin’s lateral. It was discussed and the board felt the District installing the manhole was the cleaner way to go. It was questioned if this would be considered an extension. Newman commented the manhole would come off the 8” stub on Aldrin’s and it would fix what wasn’t installed in the beginning when the system was put in. Gretsfeld commented if the manhole is in the road right of way it can be designed by sewer district but if not and it’s installed on private property it would need to be installed in accordance with plumbing code. Gretsfeld will get the drawing information to Keith of the plumbing code regulations. After much discussion a motion was made by Strandlie second by Gretsfeld to move forward with the estimate of $5,000 from Johnson Underground for installing the manhole to the 8” pipe coming off the Aldrin property. Manhole will preferably be installed in the road right of way. Motion carried 5/0.

Board members thanked Superintendent Newman for coming up with the manhole proposal rather than having the Ryden’s have to dig into the township road. Ryden’s to be notified that the Sewer District is installing the manhole and he will need to obtain an easement from neighboring property owner to connect. District will wait until Sikich contacts the District on development of other property and Sikich will then need to get the necessary easements from neighboring property owners to connect.

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss and balance sheet with the District for the month of April. Nielsen noted that due to no meetings in March and April he had still reviewed the financial statements, bank statements and reconciliations for February, March and April and found no concerns. The balance in checking on April 30, 2020 was $35,872.73. Claims submitted today include March bills check numbers 11993 thru 12008 as well as three EFT payments for a total amount of $16,210.20; April bills check numbers 12009 thru 12022 as well as three EFT payments for a total amount of $21,221.30; and May bills check numbers 12023 thru 12040 as well as three EFT payments for a total amount of $16,319.24. Director Hall noted the only unusual bill is a reimbursement check to a customer for prepaid user fees, the property had sold so the user fees were prorated to the date of sale and refund issued. Motion was made by Gretsfeld second by Strandlie to approve payment of claims for the month of March for a total amount of $16,210.20, month of April for a total amount of $21,221.30 and month of May for a total amount of $16,319.24 which include check numbers 11993 thru 12040 as well as the 9 EFT payments. Motion carried 5/0.

8. Old Business:

 a. Flow Numbers: Flow numbers were reported as follows: February 74,836 average GPD, March 89,980 average GPD and April 97,033 average GPD. Director Hall noted the difference between Lift Station 1 and the Flume Meter are still running high.

9. New Business:

 a. Annual Township Meeting March 10, 2020 update: Strandlie and Kuster gave a brief overview of their attendance at the Annual Meetings. It was noted that the township levy was not raised but actually lowered by 1/3 in 2020.

District Board discussed the June Meeting. It was agreed to meet in the back room of the Dental Office for the meeting as long as all attendee’s wear masks and practice the 6 feet social distancing. Hall to check with the Dental Office to make sure it is ok to use the room. It was agreed that in the event the room is not available back up ideas of another conference call, meeting outside at the City Park or the lodge building at Sunbay Mobile Home Park could be alternatives. Hall to check into the options and proceed as necessary.

10. Adjourn: There being no further business to discuss a motion was made by Gretsfeld second by Nielsen to adjourn the meeting, the motion carried and the meeting adjourned at 7:30 p.m.

Minutes by Darla Hall, Executive Director