**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**November 18, 2020**

**@ MLWSSD Office**

1. Due to the recent increase in COVID-19 cases, the regular meeting of the MLWSSD was held on Wednesday, November 18, 2020 via conference call. Proper posting guidelines were followed. Chairman Kuster called the meeting to order at 5:32 p.m. Those members in attendance included: Chairman Byron Kuster, Vice-Chairman Cliff Koski, Treasurer Eric Nielsen, and Clair Strandlie. Also in attendance were: Executive Director Darla Hall and Superintendent Keith Newman. Henry Gretsfeld was absent from the meeting.

2. Approval of the Agenda: Strandlie motioned and Koski seconded to approve the agenda as written. Motion carried 4/0.

3. Guests: None Scheduled

4. Approval of Minutes: District Board reviewed the minutes of regular meeting of the MLWSSD for October 21, 2020. There being no changes or corrections a motion was made by Nielsen second by Strandlie to approve the October 21, 2020 Regular Meeting Minutes of the MLWSSD as written. Motion carried 4/0.

5. Executive Directors Report: Director Hall reported that the final numbers certified to Pine County for delinquent users was $7416.00 and $7757.86 to Carlton County. These will be certified to taxes and collected with 2021 taxes. Hall noted that several payments came in since the last meeting.

Director Hall also discussed the final changes that were made to the Point of Sale Ordinance which shortened up much of the language. The District will no longer be responsible for holding any escrow funds but will be the responsibility of the escrow agent, however, the District will control release of those funds. The Ordinance has been published and will be posted to the website. Once that is complete Hall will mail out information to those homes on the sewer line so they are aware of the Ordinance requirements coming into effect January 1, 2021.

 a. Engagement Letter Wipfli 2020 Audit: Director Hall informed the board that she had discussed the 2020 Audit with Treasurer Nielsen and both are in favor of using the services of Wipfli again for this year. The cost of the audit would be $8,300 which is the same as last year. Motion was made by Strandlie second by Koski to enter into the engagement letter with Wipfli for the 2020 Audit for the fee not to exceed $8,300. Motion carried 4/0.

 b. City of Moose Lake Outstanding Overage Charges: Flows for the month of October were discussed. The average daily gpd flow was 40,332. It was noted that when the calibration was done in early October the company hired by the City of Moose Lake used the recommended zero offset number of 1.67666. The City has the flow meter calibrated semiannually. Chairman Kuster suggested to have himself and Director Hall meet with the City Administrator to try and resolve the issue. Newman commented that he feels our Lift Station 1 numbers have been rock solid in looking back at the flows. Other board members commented they are still not confident with the flow meter numbers. After much discussion a motion was made by Strandlie second by Nielsen to table any action on the overage charges until next month after another month of data is recorded and board will discuss again. Motion carried 4/0.

6. Superintendent Report: See written report prepared by Superintendent Newman. Keith reported that Quality Flow was here to install the second new pump at Station C and that Station H has the frost blanket installed for the winter months. Permit was issued to Jones Construction for a disconnect and reconnect at parcel 33.5143.000 (Tiano). Keith has been working with Dale Sandberg on a capping project below surface for Cary Tranberg this is still pending. Hoots Tree Service removed a tree at Station G that broke and was hanging over the approach road.

Superintendent Newman reported he has continued working with Johnson Underground and Wolf Creek Excavating reviewing A7-A manhole project. November 18th was the start date of the project and manhole is ready however, the Ryden’s have not gotten the easement from Steve Aldrin. The paperwork is with the attorney but nothing formally signed has been received. Keith expressed his concerns about liability and informed the Ryden’s they would have to wait until signed easement was received or at least signed and in hands of the attorney. Hall noted that Steve Aldrin had been into the office and expressed his concern regarding the excavating and the driveway washing away since the project was done so late in the year. It was questioned in the event something happens to the driveway would it be the Ryden’s or the District’s issue and it was commented that it would be a shared issue between the two parties.

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss and balance sheet with the District Board. Balance in checking on October 31, 2020 was $14,252.11. Nielsen had reviewed the bank statements and reconciliation and found the books to be in order. Claims submitted for today include check numbers 12129 thru 12147 as well as two EFT payments for payroll taxes. Hall noted that check numbers 12068 and 12071 were also included in today’s claims. These checks were void in QuickBooks back in July as they were lost in the mail. They have since been cashed by the companies they were issued to which paid the District ahead on rent and electric. They are included again in today’s claims. Total amount of claims is $23,070.62. Motion was made by Strandlie second by Koski to approve the Treasurers Report and payment of the claims for a total amount of $23,070.62 which includes two EFT payments check numbers 12068 and 12071 and check numbers 12129 thru 12147. Motion carried 4/0.

Treasurer Nielsen discussed the late payment fee for sewer billing. The District policy allows to collect up to 6% for the year. We are currently only collecting 1/2% each quarter. Nielsen recommended the District begin charging 1/2% monthly on any account over 30 days. Motion was made by Koski second by Strandlie to begin charging the 1/2 % monthly to delinquent accounts. Motion carried 4/0. Hall to implement change beginning with the final billing of the year.

8. Old Business:

 a. Flow Numbers: Average daily flow for the month of October was 40,332.

9. New Business: District discussed the December meeting and the issue of the COVID cases. It was decided to hold another conference call meeting in December. Board thanked Treasurer Nielsen for setting the meeting up.

10. Adjourn: There being no further business to discuss a motion was made by Koski second by Strandlie to adjourn the meeting. The motion carried and the meeting adjourned at 6:17 p.m.

Minutes by Darla Hall, Executive Director