**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**October 21, 2020**

**@ MLWSSD Office**

1. The regular meeting of the MLWSSD was held on Wednesday, October 21, 2020 at the District Office. Chairman Kuster called the meeting to order at 5:34 p.m. Those members in attendance included: Chairman Byron Kuster, Vice-Chairman Cliff Koski, Treasurer Eric Nielsen, Henry Gretsfeld and Clair Strandlie. Also in attendance were: 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: 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: Motion was made by Strandlie second by Koski to approve the Budget Meeting Minutes from September 16, 2020 as written. Motion carried 5/0.

Board reviewed the Regular Meeting Minutes of September 16, 2020 meeting. Board discussed the sentence regarding filing a dispute with the City of Moose Lake in that the District did not intend to file a dispute at this time but attempt to resolve the issue by verifying the calibration meter and asked that the sentence concerning filing a dispute be removed from the minutes. Motion was then made by Nielsen second by Koski to approve the September 16, 2020 Regular Meeting Minutes of the MLWSSD as corrected. Motion carried 5/0.

5. Executive Directors Report:

 a. Point of Sale Ordinance – Adopt Ordinance #3: Director Hall provided the Board with the POS Ordinance #3 changes that were made as directed at the last meeting. Board accepted those changes. Discussion took place concerning the escrow language and the liability of that. Board decided to remove the District from holding the escrow funds and have the escrow be dealt with thru “a title company or other escrow service”. Escrow agreement will list the Board as having the release authority of the monies which will not be released until a Certificate of Compliance is issued by the Board. Koski noted that the last sentence of the paragraph dealing with remaining escrow funds also needs to be modified.

Motion was made by Koski second by Strandlie to adopt Point of Sale, New Construction and Disconnect and Reconnect Certificate of Compliance Ordinance #3 with the final changes as discussed. Ordinance #3 will go into effect as of January 1, 2021. Director to send information to all persons on the sewer billing as well as title and realty companies, the two townships, and both counties. Motion carried 5/0. Hall to get the final changes and formal document ready for signature by the Chairman.

 b. Approval of Publication of Posting Ordinance #3 – Summary – District asked that Exhibit A of the summary include (I&I) after the definition of Inflow and Infiltration. Motion was then made by Gretsfeld second by Strandlie to Adopt Resolution 110-20 directing the publication of Ordinance #3 by Summary with the change made to Exhibit A. Motion carried 5/0. Director Hall to send Exhibit A to the District legal paper for publication.

 c. Steve and Lynn Aldrin Easement Agreement- Board discussed the manhole needing to be installed on Sand Lake Road for pending connections. District needs to purchase a temporary and permanent easement from Steve and Lynn Aldrin. Straightline Surveying has provided the drawings and legal description of the easement area. Newman had spoken with the Aldrin’s and a tentative price of $3,500 was discussed for purchasing the easement. An easement agreement was prepared by the District’s attorney Mia Thibodeau. Motion was made by Strandlie second by Gretsfeld to enter into the easement agreement with Steve and Lynn Aldrin for a temporary and permanent construction easement. Easement will be purchased for the price of $3,500. Motion carried 5/0. Superintendent Newman commented that he has been working with Johnson Underground on getting the manhole installed as soon as possible as well as with the Ryden’s on their connection so that the work can be completed at the same time.

 d. City of Moose Lake Outstanding Overage Charges- Since the September meeting an article came out in the local paper discussing the issue of frozen water and sewer lines in the Newberry Avenue (this area is located between LS#1 and the flume meter) and that the City has advised those homeowners to leave the tap water running the size of a pencil to keep the pipes flowing freely. It noted that the problem has been going on for several years. In reviewing the City of Moose Lake’s website Director Hall found a policy was adopted in 2016 addressing the frozen water and sewer lines and the City advises customers to leave the water running to address the issue.

Director Hall informed the Board that the letter had been sent to the City of Moose Lake after the last board meeting. City Administrator Katie Bloom as well as Mayor Shaw discussed the letter with Hall. Hall brought up the matter of the article in the local paper as well as the policy the City adopted in 2016 and questioned those additional flows the District is paying for and suggested perhaps the contract language needs to be looked at. They both indicated that the issue is not a contract issue but the matter of an unpaid bill and that the contribution of additional flows from those homes is irrelevant. Kuster informed the board that he conducted a test with a gallon jug and how long it would take to fill the jug with a pencil sized flow from the tap water, noted how quickly the jug filled and discussed how that would add up to quite a bit of extra flow.

Hall noted that Mayor Shaw also questioned why Keith wasn’t present during the last calibration of the flow meter to check the parameters. Hall said she informed him that Keith had tried to contact Phil by text several times to get it lined up for our person (the installer of the flow meter) to be present only to be told they did not want a competitor present and also noted that Keith does not have the parameters for the flow meter, the manufacturer would have those. Since this discussion Hall contacted Public Works Superintendent Phil Entner and City Administrator Katie Bloom informing them that the District does not have the parameter information but it should be in the manuals that were given to Entner when the flume was taken over. The City of Moose Lake had the flow meter calibration done on October 6th. Hall received the calibration notes from Entner and commented that their company is now using the zero offset of 1.67 which is what our calibration rep indicated it needed to be set at for calculation for a 10” Palmer Bolus Flume.

Keith commented that he received several text from Entner with several date changes on when the calibration would take place. On October 2nd he got a call from In-control technician about the calibration. Keith told him that he had notified In-Control that it was called off because the company the City of Moose Lake hired did not want any competitor there and expressly In-Control was mentioned on behalf of MLWSSD. The technician said he had just had a discussion with Brad White (city’s calibration company) as he performs contract work for In-Control and they had discussed the situation and Brad was fine with him being present at the calibration but only him, no other In-Control technicians. Keith discussed the matter with Chairman Kuster and they both agreed that it did not seem appropriate to have In-Control in attendance if Brad White was only willing to allow this particular person to be present.

Board will continue to watch the flow over the next month to see if the calibration with the zero off set done correctly in accordance with the manufactures set parameter will make a difference in the actual flows.

d. Certification Listing of Delinquent Accounts – Hall presented the board with the listing of past due accounts to be certified to the counties for collection on the 2021 taxes. To date Pine County has $8,498.70 and Carlton County has $13,362.18. Hall noted that she expects to receive some of the funds before the certification deadline but wanted approval to certify those that don’t. Motion was made by Strandlie second by Koski to certify $8,498.70 to Pine County and $13,362.18 to Carlton County with the agreement that those paid prior to certification deadline will be removed from the list. Motion carried 5/0.

Treasurer Nielsen asked that Hall look into how much is charged for late fee’s as perhaps it needs to be increased as an incentive to get people to pay on time.

Hall asked for permission to write off uncollectable receivables in the amount of $328.08. This item was discussed in January of this year and Hall was advised to send letters to property owners as an attempt to collect. Letters were sent with only one delinquent collected. Motion was made by Strandlie second by Koski to allow Director Hall to write off uncollectable receivables in the amount of $328.08. Motion carried 5/0.

6. Superintendent Report: See written report prepared by Superintendent Newman. Quality Flow installed one new pump at Station C. One was damaged in transit so they are getting a replacement.

Keith reported he has been in contact with Cary Tranberg who purchased parcel R33.0089.000. He removed an old trailer house that was on the property and planned on moving in a travel trailer and connecting to the sewer system. Newman informed him that travel trailers are not allowed to be connected to the system. Tranberg will be getting a permit for disconnect and Dale Sandberg will be doing the work digging down the pipe and capping it.

Station 1 generator had starting issues. Superintendent Newman found burnt wiring in the generator control panel. Tom Berglund, Ziegler got it in working order with temporary parts until the new ones arrive. A new battery was also ordered. Berglund suggested the District may want to have our antifreeze analyzed to ensure that it is within specifications and if it is not the system should be flushed to avoid internal corrosion which leads to engine failure. Keith is having him put together a proposal for that work.

Station G has a tree hanging over the access road. Keith contacted Mike’s Tree Service to remove it to prevent blockage from the station.

Newman reported that Johnson Underground has the structure on order and most likely will be ready to install the manhole at the Aldrin property within the next two weeks. We are going to work with Ryden’s contractor to correlate the installation of the manhole and connection of the Ryden residence to avoid multiple digging on the Aldrin property.

7. Treasurers Report: Treasurer Nielsen reviewed the financial statements with the District for the month of September. The balance in checking on September 30, 2020 was $2,604.70. Nielsen had reviewed the bank reconciliations and bank statements and found the books to be in order. Claims submitted for today include three EFT payments for payroll taxes as well as check numbers 12112 thru 12128 for a total amount of $15,844.01. No unusual bills were noted on the list of claims. Motion was made by Koski second by Strandlie to approve the treasurer’s report as well as payment of the claims for a total amount of $15,844.01 which includes three EFT payments as well as check numbers 12112 thru 12128. Motion carried 5/0.

8. Old Business:

 a. Flow Numbers: Average daily flows for the month of September were 45,189 gpd.

9. New Business: None to discuss.

10. Adjourn: Motion was made by Gretsfeld second by Strandlie to adjourn the meeting, the motion carried and the meeting adjourned at 7:11 p.m.

Minutes by Darla Hall, Executive Director