**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**September 16, 2020**

**@ MLWSSD Office**

1. The regular meeting of the MLWSSD was held on Wednesday, September 16, 2020 at the District Office. Chairman Kuster called the meeting to order immediately following the closing of the Budget Meeting. 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 Strandlie second by Gretsfeld to approve the agenda as written. Motion carried 5/0.

3. Guests: None Scheduled

4. Approval of Minutes: It was noted there was a typo on page one of the minutes. Motion was then made by Koski second by Nielsen to approve the August 19, 2020 Regular Meeting Minutes as corrected. Motion carried 5/0.

5. Executive Directors Report:

 a. Point of Sale Ordinance – Adopt Ordinance #3: Director Hall informed the Board that she had questioned the section dealing with the District paying the contractor direct from the escrow account. In the event something fails later for the homeowner would this result in the District having to go after the contractor. It was felt that the contractor is hired by the homeowner and the money is just in escrow so it would be the homeowner responsibility.

Nielsen questioned the language in the POS regarding “the report” and suggested it to state “plumbers report” for better clarification. In addition he questioned in the event the property owner sells the property without following the POS Ordinance who does the District deal with in this matter? Hall to contact the attorney and get clarification on this as well as the language changes made and bring back in October for approval.

 b. Approval of Publication of Posting Ordinance #3 – Summary – Nielsen discussed the term I&I in the summary and noted that it is nowhere defined in the summary and that perhaps it should be. In addition he felt it was important to include the language dealing with Compliance Certification being valid for 5 years and 10 years on new construction with some exceptions. Hall to work thru these changes with attorney and bring back to the board at the next meeting.

 c. Discuss Additional Capacity Request: Director Hall reviewed the contract language with the District concern requesting additional capacity from the City of Moose Lake. She noted that the District can only ask for additional capacity one time per year. The District has not been under 67,000 gpd since February 2019. District discussed the issue with the flow meter calibration and how it is difficult to figure out how much additional capacity is needed when we aren’t even sure what our actual flow numbers are. District moved on to discuss what happened with the flow meter calibration that was going to be done in early September. Newman noted that he contacted Public Works Superintendent Phil Entner to get the date it was scheduled so that In Control could verify the parameters when the City’s calibration company (First Systems) was on site. This was something that was discussed at the last meeting with the City of Moose Lake and they agreed to allow it to take place. Phil Entner stated to Keith on the phone that he did not feel Brad White from First Systems would want another company there watching his techniques. Keith then contacted Brad White direct and asked about having In-Control the original startup company of the flume on site just to verify parameters. Brad White stated to Keith that he has been calibrating for 20 years and wasn’t comfortable sharing his technique be he would have the OEM on the telephone during the calibration procedure and that Keith was welcome to attend just not a competitor. As of the date of the meeting the calibration had not been completed that the District is aware of.

District went on to discuss the flume meter calibration and the need to verify as well as the need for accurate flow numbers to determine how much additional capacity is needed. After much discussion it was decided to have Director Hall send a letter to the City of Moose Lake indicating the District would like to resolve this issue and put pressure on the City to allow us to verify those numbers.

6. Superintendent Report: See written report prepared by Superintendent Newman. Newman reported that he had an inquiry for a permit application for parcel 33.0123.00 located on West Frontage Road for Leeray Horton. Horton will need to have approval from Windemere zoning administrator as well as a legal easement from the neighboring property owner before moving forward. Horton was going to move forward on those two items and get back to the District once completed. Newman also received a call from Jim Langenbrunner concerning parcel 33.0087.000 as he is building a home on Olson Drive.

Keith reported that he also has a call in to Quality Flow concerning Station one controller reading as it is currently not recording the data.

Permit was issued to Gobel Aggregate to make a repair at Rigina Mattox residence on Pine Grove Lane parcel 33.5124.000 as she wants a bunkhouse connection corrected and brought into compliance.

 a. Update on Manhole Aldrin Property: Newman reported he has been working with Steve Aldrin and Ben from Straighline Surveying on the easement for the manhole. It is estimated that the easement will need to be approximately 15’x90’. Aldrin is looking into the value of the proposed easement. Keith noted that Aldrin would like the District to consider putting in a stub for the empty lot that Mr. Sikich owns at the same time to eliminate the possibility of his field needing to be dug up multiple times. Keith noted he has received no communication from the Ryden’s or Mr. Sikich to date. Board directed Keith to continue moving forward with resolving the easement issue and getting the manhole installed.

 b.Flow Meter Calibration Update: Discussion took place above under Directors Report.

7. Treasurers Report: Treasurer Eric Nielsen reviewed the profit and loss statement and the balance sheet with the District for the month of August. The balance in checking as of August 31, 2020 was $20,303.32. Nielsen had reviewed the bank statements and reconciliation and found the books to be in order. Claims submitted for today include check numbers 12098 thru 12111 as well as two EFT payments for a total amount of $20,597.59. Director Hall noted that this month includes the invoice for both July and August treatment fees for the City of Moose Lake. Motion was made by Koski second by Strandlie to approve the treasurers’ report as well as the payment of the claims to include check numbers 12098 thru 12111 and the two EFT payments for a total amount of $20,597.59. Motion carried 5/0.

8. Old Business:

 a. Flow Numbers: The average daily flows for the month of August were 72,038 gpd.

9. New Business: Gretsfeld discussed water testing he is required to do at the campground for the Department of Health in dealing with the COVID. He questioned if the District would be required to do any testing with the sewage or if funds should be allocated for that. District discussed and it was felt that would probably be something the MPCA may require but it was felt that the testing they are doing is for dealing with actual identified hot spots of the virus.

10. Adjourn: There being no further business to discuss a motion was made by Gretsfeld second by Strandlie to adjourn the meeting, the motion carried 5/0 and the meeting adjourned at 6:59 p.m.

Minutes by Darla Hall, Executive Director