**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**August 18, 2021**

**@ MLWSSD Office**

1. Due to COVID concerns, the meeting of the MLWSSD was held on Wednesday, August 18, 2021 via conference call. Proper posting requirements were followed. Chairman Kuster called the meeting to order at 5:30 p.m. Those members in attendance included: Chairman Byron Kuster, Vice Chairman Clair Strandlie, Treasurer Eric Nielsen, Henry Gretsfeld and Bruce Lourey. Also in attendance were: Executive Director Darla Hall and Superintendent Keith Newman.

2. Approval of the Agenda: Motion was made by Strandlie second by Gretsfeld to approve the agenda as presented. Motion carried 5/0.

3. Guests: None Scheduled.

4. Approval of the Minutes – Regular Meeting Minutes July 21, 2021 – After review it was decided to remove the last sentence regarding Northview Bank as it was repetitive in the paragraph. Motion was then made by Gretsfeld second by Strandlie to approve the Regular July 21, 2021 Meeting Minutes of the MLWSSD as amended. Motion carried 5/0.

5. Executive Directors Report:

 a. City of Moose Lake – Excess Flow Rate: Director Hall reported after the last meeting she sent an email to Katie Bloom, City Administrator, indicating that the Board was acceptable to the increase in the flow rate provided the City pays for having their attorney draft up the addendum for the District’s review and formal approval. Hall also noted in the email that perhaps it might be a good time to address the City’s frozen water line policy and dealing with those flows in the Woodland area. Hall will contact the City again to see where the process is at.

Hall informed the Board that she did check in with Katie Bloom regarding the Sand Lake Resort project and the need for additional capacity. The City’s engineer is working on the numbers and at that time had contacted the Public Works Superintendent to get additional information on the current flows. Nothing more to report at this time. If capacity is available for the project Hall will discuss the issue with our attorney to see what options may be available in dealing with the Sand Lake Resort project and bring that information back to the board.

 b. Set Budget Meeting Date: Motion was made by Strandlie second by Gretsfeld to hold the annual budget meeting of the MLWSSD on September 15, 2021 at 5:00 p.m. with the regular meeting immediately following the closing of the budget meeting. Motion carried 5/0. Hall to post and publish the proper notices.

Northview Bank CD – Hall informed the board she brought the signature card, corporate resolution and the $400,000 check to the bank to open the new CD the week after the meeting in July. Due to staffing issues the Barnum bank did not open the account right away so she then contacted the Finlayson Northview branch to get the CD invested. Hall delivered the $400,000 check and the CD was invested August 4th. Hall is working with the Finlayson branch to get the security pledge in place for the funds.

6. Superintendents Report – See written report of Superintendent Keith Newman. Keith reported that Parkview Drive has been milled down and new blacktop put in. The manholes have been marked so next is raising of the manhole lids. Keith has been in contact with Windemere Township Road Supervisor Mike Beutow.

Superintendent Newman received a call from Natalie at United Country Realty about the availability of sewer to lots on the backside of Oak Drive. The sewer main lies under the roadway west of the lots. Keith noted there are four lots there with no buildings on them yet.

Keith has requested pricing from Quality Flow to have the stations inspected this fall and is also getting pricing for upgrading the pumps at Station A and B. These are the original pump assemblies from the infrastructure replacement that was done years ago. Pricing will also be coming for replacement of the old power available indicator signals. The current set up requires changing the bulbs from inside of the control panels which is next to high voltage electricity. With the new signals the lens screw off from the top of the unit. It was agreed this was a better option for safety reasons. The possibility of using LED lights was discussed but Keith explained the LED lights are not designed to stay on all the time.

No permits or certificates of compliance were issued this month. Keith did comment that a property is for sale on West Frontage Road as well as another property in the District that has not began the process for obtaining the certificate of compliance. Keith will contact Darla with information so that a letter can be sent out to those property owners.

District discussed an infrastructure replacement schedule of what might be needed to be done in the future. Station C was discussed. Keith will work with Quality Flow to get a list together.

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss and balance sheet with the District. Balance in checking on July 31, 2021 was $17,339.70. Nielsen had reviewed the bank statements and reconciliation and found the books to be in order. Claims submitted for today include check numbers 12279 thru 12292 as well as two EFT payments for a total amount of $13,207.13. Nielsen noted that the balance sheet does not include the new CD for $400,000 as the check was outstanding at month end as explained by Hall earlier in the meeting. The new CD is included on the investment worksheet. Motion was then made by Gretsfeld second by Strandlie to approve the Treasurers Report as well as payment of the claims to include check numbers 12279 thru 12292 as well as two EFT payments for a total amount of $13,207.13. Motion carried 5/0.

8. Old Business:

 a. Flow Numbers: Flow numbers for the month of July were reported at 69,651 avg gpd. Hall noted that she has updated the spreadsheets and flow charts for year to year comparisons. Those will be provided for the next meeting. The current contract with the City is for 67,000 gpd and Hall suggested this may be a good time to look at those flows to determine if additional capacity should be considered.

 b. Sand Lake Resort – Update on Information - Director Hall reported a letter had been sent to Mark Lambert asking for preliminary drawings on where he is proposing to have the main moved to on the property as well as more information regarding the parcels involved in the project. The District has not received any further information to date. Strandlie informed the Board that Lambert did attend the Lake Association Meeting in June and discussed his proposed project.

9. New Business – None to discuss.

10. Adjourn – Motion was made by Gretsfeld second by Strandlie to adjourn the meeting, the motion carried 5/0 and the meeting adjourned at 6:15 p.m.

Minutes by Darla Hall, Executive Director