**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**February 17, 2021**

**Meeting held via conference call**

1. Due to the recent increase in COVID-19 cases, the regular meeting of the MLWSSD was held on Wednesday, February 17, 2021 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, Henry Gretsfeld and Clair Strandlie. Also in attendance were: Executive Director Darla Hall and Superintendent Keith Newman.

2. Approval of the Agenda: Strandlie motioned and Gretsfeld seconded to approve the agenda as written. Motion carried 5/0.

3. Guests: None Scheduled

4. Approval of Minutes: Motion by Nielsen second by Strandlie to approve the January 20, 2021 Regular Meeting Minutes of the MLWSSD as written. Motion carried 5/0. Motion by Strandlie second by Koski to approve the Organizational Meeting Minutes of January 20, 2021 as written. Motion carried 5/0.

5. Executive Directors Report: Hall reported that she had received a call from the City Administrator Katie Bloom regarding the possibility of raising the treatment fee rate and making it retroactive to January 1, 2021. Director Hall informed the board that the last increase was in 2017 and the increase was $.12 /1000 gallons which brought the rate to $2.28/1000 gallons. Hall emailed Bloom the contract language explaining the process that needed to be followed in dealing with rate increases and noted it cannot be retroactive due to setting the budget, customer rates and levy. This is always done the year prior and allows for the entity to plan and put the proper numbers in place to cover the added expenses.

a. City of Moose Lake Outstanding Overage Fees: Chairman Kuster and Executive Director Hall met with the City of Moose Lake on February 3, 2021 to go over the information regarding the flume calibration data and to try and resolve the on-going issue related to the flumes flow measurements. Hall noted that City Administrator Katie Bloom, Mayor Ted Shaw, and Public Works Superintendent Phil Entner were present at the meeting. The City did acknowledge, based on the information Kuster presented, that errors were made in the calibration done by the City’s calibration company First Systems Technogy. The City asked if the District had a proposal on how to resolve the matter since there is no way to determine the exact flows for that period of time. Kuster suggested to the City that no overages be charged for the 2019 and 2020 as the District has already paid the $2.28/1000 gallons on the incorrect flows. The City didn’t like that proposal. During the discussion Byron Kuster informed the City that since the October 2020 calibration was done by First Systems Technology the flows were much closer between LS #1 and the flume meter but were in some cases running in the negative numbers. Public Works Superintendent Phil Entner informed Hall and Kuster they just discovered they have an issue with the SCADA system and the fiber optics. It was explained that what is being reported remotely and what is reading at the flume meter is different by approximately 17,000 gpd. Phil estimated the issue has been going on since around September. The City estimated the cost could be as much as $20,000 that may need to be back billed to the District for those flows. The City then proposed the District pay the entire bill for 2019 and 2020 and that they would not go back and charge for the latest issue with the SCADA reporting incorrectly. Otherwise the City would split the 2019 and 2020 overages 50/50 and back bill the District for the resent error in recording of flows. Hall and Kuster noted the City Representatives seemed very agitated and the City made it clear they would not meet again to discuss this matter.

Chairman Kuster and Hall left the meeting and discussed the proposals and agreed that the new issue with the SCADA system not recording properly should be handled as a separate issue. In reviewing the City’s estimate of how much may be back billed it was noted 17,000 gpd x approximately 153 days would be around $5,900 and not $20,000. Kuster discussed the letter that was sent February 8, 2021 to the City proposing the 2019/2020 overages go off the 2017/2018 flows since that is something that could be defendable. The letter stated that it was just a proposal and that the District Board would need to approve it before it could be accepted. Kuster explained to the Board that it was not a perfect solution but something that could be explained fairly simple. Superintendent Newman suggested perhaps a solution to the proper reading would be to look at the Station #1 readings and go off the engineer factor of estimated gpd per home x homes in that area.

After much discussion a motion was made by Koski second by Gretsfeld to approve the proposal of using the 2017/2018 overage charges in place of the 2019/2020 overage charges to settle the matter with the City of Moose Lake. Motion carried 5/0. Director Hall to let the City of Moose Lake know the Board did approve the proposal if the City of Moose Lake accepts it.

6. Superintendent Report: See written report prepared by Superintendent Newman. Superintendent Newman reported that February 9th the City of Moose Lake Power Plant had a transformer explode and catch fire in the evening hours and customers were without electricity for six hours. This affected the Kenwood Lift station. Keith checked on the station around 3:00 a.m. and it was ok. The past couple of weeks the temperatures have been very cold, around the

-35 degree mark. Keith has been checking the system twice daily, early morning and late afternoons.

Keith reported that he had his first appointment to inspect a house for sale on Birchview Lane in Moose Lake Township. The contractor’s camera was damaged and the replacement didn’t have a SD card slot so Keith met up to watch the televising live and evaluate. The homeowner’s lateral line had a section that was frozen so the televising had to be rescheduled.

A new dwelling is being built on Ghemparr Lane, parcel 33.0159.003. Keith is working with the contractor on the sewer main depths, manhole location etc.

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss statement as well as the balance sheet for the month of January with the District. Nielsen reported he had reviewed the bank reconciliation and statements and found the books to be in order. The balance in checking at January 31, 2021 was $17,671.98. Claims submitted for today include 2 EFT payments for payroll taxes as well as check numbers 12187 thru 12201 for a total amount of $16,857.52. It was noted that the phone bill payment is high this month because it is for two months. Also there is a check for the postmaster which is postage for both the newsletter and billing which will be sent out end of March/April. Hall noted that the District has not received the bill for January treatment fees from the City as of today so it is not on today’s bills. Motion was then made by Koski second by Gretsfeld to approve the treasurer report as well as the payment of the claims to include two EFT payments and check numbers 12187 thru 12201 for a total amount of $16,857.52. Motion carried 5/0.

8. Old Business:

 a. Flow Numbers: District has not received flow numbers for the month of January from the City of Moose Lake.

9. New Business: None to discuss.

10. Adjourn: Motion was made by Gretsfeld second by Strandlie to adjourn the meeting, motion carried and the meeting adjourned at 6:21 p.m.

Minutes by Darla Hall, Executive Director