**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**January 20, 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, January 20, 2021 via conference call. Proper posting guidelines were followed. Chairman Kuster called the meeting to order at 5:06 p.m. immediately following the closing of the Organizational 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.

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

3. Guests: None Scheduled

4. Approval of Minutes: District Board reviewed the minutes of regular meeting of the MLWSSD for December 16, 2020. There being no changes or corrections a motion was made by Strandlie second by Koski to approve the December 16, 2020 Regular Meeting Minutes of the MLWSSD as written. Motion carried 5/0.

5. Executive Directors Report: Hall reported she had several calls with questions regarding the point of sale ordinance during the month.

a. City of Moose Lake Outstanding Overage Charges: Director Hall reported she had received the overages for 2020 from the City of Moose Lake. The total amount for 2020 is $7,160.16 and the remainder for 2019 left unpaid is $1,896.14. She noted that the last week of December she received a certified letter from the City of Moose Lake. It contained just a statement on City letter head that indicated the outstanding balance of 2019 as well as two pages copied out of the contract with the language that discusses the dispute process. No formal letter.

Chairman Kuster has prepared an extensive email with information and research he had done regarding the flume meter and calibration process providing proof that the calibration process done by First Systems was done incorrectly. He reviewed the information with the Board members. The District had all the calibration data up to the time the flume meter was handed over to the City of Moose Lake, which was in September of 2017. He noted the first time the calibration was done since then was September of 2019 by the company First Systems. First System noted in their report that they didn’t want to change many things for fear the flows would increase to much but set the zero offset at 1.75 and the empty distance at 22.67. According to the manufacture settings the zero offset should always be 1.67 for a 10” palmer bolus flume. By raising the empty distance this would also affect the flows. Kuster commented that before the calibration was done the average 30 day flow per home for that area affected was averaging 277 gpd and after the calibration it was averaging 671 gpd. Kuster also noted the City adopted the frozen water line policy in August of 2016 which would have contributed to extra flows during winter months. In another calibration report from First Systems which was done in April of 2020 it was noted the sensor was found loose and a shim was used to stabilize and Kuster questioned what was used. Kuster informed the board that the last calibration done in October 2020 by First Systems the empty distance was set at 22.32 and the zero offset at 1.67 and at that point the flows went back down. Kuster also commented that the flume is manufactured by Plastifab and they have an approved vendor list. Tech Sales which is who the District used for calibration is on the list but First Systems which the City uses is not on the list.

District discussed the information and thanked Byron for putting in all the research getting the facts together. Board agreed that Director Hall should set up a meeting with City Administrator, Katie Bloom, to present the information and explain our claim and present the evidence. It was agreed that Chairman Kuster, Keith and Darla should attend. District agreed that since the error is coming from the City, they should come up with a solution to resolve this. It was noted that since the October 6th calibration was done the difference between our LS #1 and the flume are running in the negative numbers. This is something the City of Moose Lake will need to figure out.

6. Superintendent Report: See written report prepared by Superintendent Newman. Keith informed the Board that he had received a call from the Autio’s regarding the sale of their home. The purchase agreement was signed in 2020 but the closing was taking place the first week of January. He informed the Board that he discussed the issue with Director Hall and they agreed that since the purchase agreement was signed in 2020 they would not be required to follow the point of sale ordinance requirements as it went into effect January 1, 2021. Keith noted he had several calls from customers regarding the new ordinance thru out the month. Keith questioned the sump pump inspections and if that needed to be done by a licensed plumber. Gretsfeld commented that as part of the plumbing code a “limited” plumber’s license does not include anything inside of the home. The plumber would be working for the homeowner and would review the video of the televising and submit the report. The televising could be done by a contractor.

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss statement as well as the balance sheet for the month of December with the Board. Nielsen noted he had reviewed the bank reconciliation and statements and found the books to be in order. The balance in checking on December 31, 2020 was $20,066.32. Claims submitted for today include three EFT payments for payroll, one EFT for QuickBooks Payroll Program as well as check numbers 12169 thru 12186 for a total amount of $16,193.66. It was noted that today’s claims include the Debt Service payment to the City of Moose Lake which is due in February. Treasurer Nielsen discussed the balance in the money market account and investment options. The money market is currently at a rate of .30%. CD option would be a two year at .60% which would only be a gain of approximately $40 a month. Nielsen suggested perhaps waiting until July as a CD is maturing at that time and perhaps combining the two could get a better interest rate. Board agreed to not lock anything in at this time and reassess in July. Gretsfeld announced that he had to leave the meeting and signed off of the conference call.

Motion was then made by Strandlie second by Koski to approve the treasurer report as well as the payment of the claims to include four EFT payments and check numbers 12169 thru 12186 for a total amount of $16,193.66. Motion carried 4/0.

8. Old Business:

 a. Flow Numbers: The average daily flows for the month of December were 40,801.

9. New Business: None to discuss.

10. Adjourn: There being no further business to discuss a motion was made by Koski second by Nielsen to adjourn the meeting, the motion carried 4/0 and the meeting adjourned at 5:54 p.m.

Minutes by Darla Hall, Executive Director