**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**February 16, 2022**

**@ MLWSSD Office**

1. Vice Chairman Strandlie called the meeting to order at 5:44 p.m. Those members in attendance included: Vice Chairman Clair Strandlie, Treasurer Eric Nielsen, and Bruce Lourey. Also in attendance were: Executive Director Darla Hall, Superintendent Keith Newman. Henry Gretsfeld and Chairman Byron Kuster were absent from the meeting.

2. Approval of the Agenda: In the absence of Chairman Kuster it was decided to table item A. Multiple Connections on properties – Dee Property under the Directors Report. Under Old Business item C. Corrected Billing – Sand Lake Resort was also tabled. Motion was made by Lourey second by Nielsen to approve the agenda as amended. Motion carried 3/0.

3. Guests: None Scheduled

4. Approval of Minutes: a. Regular Meeting Minutes: It was agreed to remove the sentence regarding discussions with Kelly Yahnke on how typically capacity is purchased as this was irrelevant to the discussion. Discussion under Old Business item C. sentence was changed to provide more information on Sand Lake Resort submitting plans to the Sewer District and the District then having our engineer review it. Motion was then made by Nielsen second by Lourey to approve the January 19, 2022 Regular Meeting Minutes of the MLWSSD as corrected. Motion carried 3/0.

Board discussed the fire at the Opdahl home on Sand Lake. It was noted that the billing has been turned off but it was mentioned that a disconnect permit would need to be obtained and property disconnected.

 b. Organizational Meeting Minutes: Motion was made by Nielsen second by Lourey to approve the January 19, 2022 Organizational Meeting Minutes of the MLWSSD as written. Motion carried 3/0.

5. Executive Directors Report

 a. Multiple Connections on properties - Dee Property: Tabled

 b. Annual Meeting – March 8, 2022: Hall provided the 2021 Recap of the District to the Board members attending the annual meetings. Lourey will be attending for Moose Lake Township and Vice Chairman Strandlie for Windemere Township.

 c. Joint Meeting with City of Moose Lake: Board members discussed possible dates for rescheduling the Joint Meeting with the City of Moose Lake. Hall to try and reschedule for Tuesday March 22 or Tuesday March 29th. Meeting will be held at Council Chambers at City Hall.

 d. Insurance Renewal – Waiver Form: Hall informed the Board that she is in the process of completing the insurance renewal form. The board must take action on the liability coverage waiver form so that it can be submitted with the renewal. Motion was then made by Lourey second by Nielsen to not waive the monetary limits on municipal tort liability established by Minn. Stat. 466.04. Motion carried 3/0. Hall to submit proper paperwork with insurance renewal.

6. Superintendents Report: See written report as provided by Superintendent Keith Newman. Keith reported he had a request for parcel information as a person is interested in purchasing the Olson property. Testing of the generator was done this month. No other issues were reported during the month.

Permits Issued – None this month.

Certificate of Compliance – None this month.

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss and balance sheet with the District for the month of January. Nielsen reviewed the financials and the bank reconciliation and found the books to be in order. The balance in checking on January 31, 2022 was $14,399.95. Claims submitted today include check numbers 12369 thru 12383 as well as two EFT payments for payroll for a total amount of $10,472.69. Hall noted that the treatment fees for the month of January were not included in today’s claims as she had not received the bill. Motion was then made by Lourey second by Strandlie to approve the Treasurer’s Report as well as payment of the claims which include check numbers 12369 thru 12383 and the two EFT payments for a total amount of $10,472.69. Motion carried 3/0. Hall informed the board that she has been working with Wipfli on the 2021 audit and a draft will be coming soon. She will set up for Wipfli to present at a future meeting once that has been reviewed.

 a. CD’s – FNB: Hall presented the two CD’s from First National Bank of Moose Lake to be signed for cashing in and reinvesting in another CD. Hall noted the new CD would be ready for signatures at the Bank anytime from Thursday to Tuesday and asked the Vice Chair and Treasurer to stop in and sign it. Hall will put in safety deposit box after signatures are obtained.

8. Old Business

 a. Flow Numbers: No flow numbers to report.

 b. Addendum addressing Excess Flow Rate/Frozen Water Line Policy – Tabled

 c. Correct Billing – Sand Lake Resort – Tabled. It was noted that Director Hall sent an email to remind Mark Lambert that he needed to submit something in writing rescinding his request for capacity as stated in a letter submitted to the City of Moose Lake and the District in June 2021. Chairman Kuster spoke with Lambert prior to this evenings meeting and Mark Lambert indicated that he would like one more month before rescinding the request.

9. New Business: None

10. Adjourn: Motion was made by Lourey second by Nielsen to adjourn the meeting. Motion carried 3/0 and meeting adjourned at 6:20 p.m.

Minutes by Darla Hall, Executive Director