**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**November 20, 2019**

**@ MLWSSD Office**

1. The regular meeting of the Moose Lake Windemere Sanitary Sewer District was held on November 20, 2019 at the MLWSSD office. Meeting was called to order by Chairman Byron Kuster at 5:30 p.m. Board members present included Chairman Kuster, Cliff Koski, Clair Strandlie and Henry Gretsfeld. Eric Nielsen joined the meeting later. Also in attendance were Executive Director Darla Hall and Superintendent Keith Newman, State Rep. Mike Sundin, Moose Lake City Administrator Tim Peterson, Mayor Ted Shaw, and ML Public Works Superintendent Phil Entner.

2. Approval of the Agenda: Changes to the agenda included addition of Mayor Ted Shaw, Moose Lake City Admin. Tim Peterson and Publics Works Superintendent Phil Entner to the agenda under Guests. Motion was then made by Gretsfeld second by Strandlie to approve the agenda as amended. Motion carried 4/0.

3. Guests: State Rep. Mike Sundin, Moose Lake City Administrator Tim Peterson, Mayor Ted Shaw and Public Works Superintendent Phil Entner: Chairman Kuster asked Rep. Sundin to attend the meeting for discussion about the possibility of introducing a bill similar to House File 582 for funding to locate and mitigate I&I in this area since the state has two large facilities here. Sundin’s response was that with divided government it is very hard to get bills passed. The City of Moose Lake had its own concerns which it brought up, most of which were related to I&I and making their system more reliable. Entner informed the board that the City discharged from the ponds twice in the spring and four times this fall. Mayor Shaw gave an overview of what has taken place over the last several years with the state facilities pulling out of the project of pond expansion etc. He noted that had the project of pond expansion gone thru it would of perhaps put the ponds at 50 to 60% capacity giving the City and the District the opportunity to work on the I&I issue over time. The state facilities put in a new pipe at the DOC but never finished the project in getting it connected, therefore they are still using the old clay sewage pipes. It was estimated that the pipes are 90 years old or more. Shaw also noted that the City of Moose Lake has the second largest pond system in the state and the MPCA may not approve more ponds. Kuster gave an overview of what the area is facing. He also noted with the ponds being close to capacity it hinders development for both the City and the District as well.

Gretsfeld discussed the need for a regional system, noting that Sturgeon Lake has rapid infiltration and it is only good for approximately 10 years as they do not have a discharge permit. It was noted that the State Facility Boot Camp in Willow River pumps to the City of Sturgeon Lake. It was commented that the City of Willow River also has problems with their system. State Rep. Sundin noted that the big picture regarding bonding issues in doing a regional system is getting the engineers involved and something on the project list. With bonding they are looking for a local match for projects. It was brought up that the City of Askov got the Army Corp of Engineers in to help in building their system and questioned how that process works. Sundin suggested looking to the League of Minnesota Cities as they provide advice and perhaps there are some viable options out there. Sundin will be attending the Community Advisory Board meeting next month along with the City of Moose Lake which deals specifically with the prison and will bring up the need for the State to finish connection of the newly installed sewer pipe. It was suggested that perhaps the State Facilities need to be thinking about a contingency plan in the event the old sewer pipe were to break with all the inmates and workers on site. Sundin suggested the entities get the engineers involved working on a facility plan and a preliminary design with 20 year projected growth and get Senator Rarick involved to attend the next meeting as a group. After Sundin, Shaw, Peterson and Entner left the meeting, the District discussed briefly who should take the lead if the project is to move forward. It was decided at this time to wait and see what the outcome of the Community Advisory Board meeting may be with regards to the State getting involved with finishing the connection of the pipe, etc.

 4. Minutes: Regular Meeting Minutes October 16, 2019: There being no changes to the minutes, a motion was made by Gretsfeld second by Strandlie to approve the October 16, 2019 regular meeting minutes of the MLWSSD as written. Motion carried 5/0.

5. Executive Directors Report:

a. Point of Sale, New Construction and Disconnect/Reconnect Certificate of Compliance Ordinance No. 3 – Draft 11/20/2019: Board reviewed the minor change which added language indicating that the homeowner would be responsible to get the cost estimate in the event that repairs needed to be made and funds put into escrow. It was agreed by the board to have Director Hall send the document off to the attorney for review.

b. Connection Fee Discussion: Director Hall indicated that she had reviewed the ordinance and policy and procedure manual for information on connection fee charges for multi-unit developments or apartment complexes and found no information. The PPM addresses the ERU units for user fee’s but nothing on connection fee. After discussion it was determined that it would be based on the parcel in question and if it had been already specially assessed or split, etc.

c. Engagement Letter Wipfli 2019 Audit: Director Hall informed the Board that Wipfli has sent the letter for conducting the 2019 Audit for a cost of $8,300. Motion was made by Gretsfeld second by Koski to enter into the engagement with Wipfli for the 2019 Audit for the amount of $8,300. Motion carried 5/0. Chairman Kuster signed the document.

d. Coffee Lake Mobile Home Park: Superintendent Newman explained that December 10, 2018 the mobile home park obtained a permit for disconnection of 5 units from the park. It was agreed at that time that the Tyson’s would disconnect the mobile homes and have a licensed plumber come in later in the summer to cap by lateral. The five homes were disconnected but not capped. Newman has since contacted them to get the work done and they have dug up the area for the plumber to get to the pipes but it has not been completed. Hall indicated that she had billed the mobile home park for the entire year for those five units which was included in the certification amount reported last month. The Tyson’s have paid the delinquent user fees minus the five mobile homes which totals $3,659.60. Board agreed to allow Coffee Lake Mobile Home Park to get the lines capped by December 10, 2019 which is the day the permit will expire. If the lines are not capped then the $3,659.60 will be reinstated to their account and they will continue to get billed for those five connections. Superintendent Newman believes they should complete the work within the next few days.

6. Superintendent Report: See Keith’s report for the full month’s activities. Superintendent Newman reported he had discussions this month with Greg Gamst and Ben at Straight-line Surveying to give him an overview and show him a possible connection point for the Gamst property if he obtains an easement. Also, Mark Lambert contacted Newman to discuss possible future development at Sand Lake Resort. Lambert would like to be on the agenda for December to discuss with the board.

The Ryden connection was discussed. Newman has been talking with Engineer Kelly Yahnke regarding other possible ways for this connection. Due to the location of this connection being so close to the lake as well as the wet conditions Keith has concerns about being able to reach the current depth in the road way. As currently proposed, the road would need to be shaved down to reach depth and a backhoe would need to be down in the hole as well as one on top to reach the Districts main (roughly 23 feet). Newman and Yahnke’s suggestions are for homeowner to obtain an easement from neighboring property owner to get to a lower elevation and install a personal grinder pump and manhole and tie into neighboring properties (Steve Aldrin’s) 6 inch stub. Newman also suggested installation of a pipe for the empty lot (owned by Sikich) which is currently for sale at this time. Keith has discussed the connection issue with Steve Aldrin and he is open to discuss an easement along the outer roadway to the Ryden Property. Board agreed that this sounds like a workable solution. The manhole would be installed in the easement and the responsibility for installation and maintenance would be the homeowners. Repair and maintenance on the personal grinder pump would be the responsibility of the homeowner as well. Newman will contact both the Ryden’s and Sikich to discuss the connection. Hall noted that the current contractor has submitted his information however the insurance certificate and bond information needs to be corrected as it does not list the Sewer District as certificate holder. She will contact them to obtain necessary information.

1. Visu-Sewer Televising Report – Pending Completion

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss statement and the balance sheet for the month of October. Balance in checking as of October 31, 2019 was $18,745.37. Nielsen noted that two transfers were made during the month ($40,000 and $25,000) from checking into the money market account. Nielsen has reviewed the bank statements and reconciliation and found the books to be in order. Today’s claims include two EFT payments for payroll taxes as well as check numbers 11922 thru 11934 for a total amount of $17,659.22. Hall noted that the claims include a reimbursement to her for the antivirus program for the computer which is good for two years. Motion was made by Strandlie second by Gretsfeld to approve the Treasurers Report and payment of claims which include check numbers 11922 thru 11934 as well as two EFT payments for a total amount of $17,659.22. Motion carried 5/0

 8. Old Business

a. Flow Numbers: Daily average flows for the month of October were 137,424 per day. It was noted that it was a very wet month.

 9. New Business:

a. Expiring Terms – Gretsfeld and Koski: Upcoming expiring terms are Gretsfeld and Koski. Both would like to seek another four year term. Hall to send notices to the townships so that they can take board action to reappoint.

In other New Business, Gretsfeld commented that Windemere Township had WLSSD (Western Lake Superior Sanitary District) attend their meeting this past month. The Director of WLSSD offered for anyone to come up and have a tour of the facility in Duluth.

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 and the meeting adjourned at 7:24 p.m.

Minutes by Darla Hall, Executive Director