**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**July 21, 2021**

**@ MLWSSD Office**

1. The regular meeting of the MLWSSD was held on Wednesday, July 21, 2021 at the MLWSSD office. Chairman Kuster called the meeting to order at 5:32 p.m. Those members in attendance included: Chairman Byron Kuster, Treasurer Eric Nielsen, Henry Gretsfeld and Clair Strandlie. Also in attendance were: Executive Director Darla Hall, Superintendent Keith Newman and Bruce Lourey, Moose Lake Township resident.

2. Approval of the Agenda: Motion was made by Strandlie second by Nielsen to approve the agenda as presented. Motion carried 4/0.

3. Guests: None Scheduled.

4. Approval of the Minutes – Regular Meeting Minutes May 19, 2021 – There being no changes to the meeting minutes a motion was made by Nielsen second by Strandlie to approve the May 19, 2021 regular Meeting Minutes of the MLWSSD as presented. Motion carried 4/0. It was noted that the June meeting was cancelled due to a lack of a quorum so no minutes were presented.

5. Executive Directors Report:

 a. City of Moose Lake – Excess Flow Rate – District discussed the excess flow rate increase that the City of Moose Lake would like to impose. In accordance with the contract the excess flow rate cannot be increased. The City Administrator has asked for an increase from the $1.46/1000 gallons to $1.53/1000 gallons. City has asked the District to either allow them to have their attorney draft an addendum to the contract or open the contract up for renegotiations.

District discussed if it would be worth opening the contract up for renegotiation. Several items that the District would like to see renegotiated would be how the Woodland area is calculated and would like something similar to the way Kenwood North is done (dividing the flow in that area by the number of homes and charging back to the entities rather than deducting a standard flow rate for the City). District also discussed the frozen water line policy for Woodland and how that should be addressed. The cost of renegotiating the contact versus the amount of the increase was taken into consideration. Motion was then made by Nielsen second by Gretsfeld to have the City of Moose Lake provide and pay for having their attorney draft up and addendum increasing the rate from $1.46/1000 gallon to $1.53/1000 gallon effective January 1, 2022 for the District’s review and formal adoption. Motion carried 4/0. Hall to notify the City of Moose Lake to prepare the addendum.

 b. Board Member – Moose Lake Township – Director Hall informed the District that she contacted the Moose Lake Township Clerk last week regarding the appointment of a board member for the District. In accordance with the Townships policy the position was advertised and they will be appointing a new member to the board this evening at the townships regular meeting. Hall noted that the Township will be calling after the meeting to advise who was appointed to the Board. It was noted that Bruce Lourey is one of the candidates they are considering based on the District’s recommendation.

 c. Appoint new Vice Chairman – Chairman Kuster called for nominations for Vice Chairman. Gretsfeld nominated Clair Strandlie. Strandlie was willing to take the position. Motion was then made by Gretsfeld second by Nielsen to appoint Clair Strandlie as Vice Chairman. Motion carried 4/0.

6. Superintendents Report – June and July Report – See written report of Superintendent Keith Newman. Keith received a call regarding connecting a camper to a resident’s lateral line located on West Mirror Way. As this is against our ordinance as well as state plumbing code Keith informed them they could not connect but would have to have a service to empty the tank.

Keith met with realtor and potential buyers to discuss sewer options to the Mary Stoj property and potential options for connecting a future dwelling. Potential buyers discussed bringing in a large camper for time being and using an expanded RV storage tank for under the camper. This is an option that has not occurred before. Keith contacted the Board members via email to discuss this situation prior to allowing this option. Keith noted there is another RV in sewer district that has pump service come in and pump on Olson Drive and out on Pie Swanson Point.

Keith marked the manhole covers in the roadway on Parkview Drive and the entrance to the golf course as the township is going to be blacktopping. Strandlie noted Mike Buetow will be doing the overlay and that the township will need to raise them back up if necessary.

Keith did an inspection at the Culshaw property. This was the new connection that had the issue with the high water table. The connection was done by core drilling the manhole for six-inch pipe and installing a drop and sweep. This connection was discussed at previous meeting and was a better option in this case due to the high water.

Quality Flow was at station “I” located at the end of Sunny Beach Road to complete a temporary wiring job that took place due to frost pulling wires apart. They trenched in a new cable from the control panel to the grinder station.

The Dee property has sold. Dee’s had a formal agreement with the District that expired upon selling of the property in which they were not charged a separate user fee for the shop building. The shop is connected to their lateral and has a bathroom in it. The new owners will be charged two user fees unless they disconnect it but if they ever choose to connect again they will need to do a separate connection to the main.

Permits issued this month include: 2021-001 Dean and Jane Culshaw (33.0159.003) 94202 Ghemparr Lane for connecting new dwelling and 2021-004 Jim Langenbrunner (33.0087.000) 37099 Olson Drive for connecting a new dwelling.

Certificate of Compliance issued: 2021-009 Richard Dee (63.200.0120); 2021-010 Dean and Jane Culshaw (33.0159.003); and 2021-011 issued to Jim Langenbrunner (33.0087.000).

7. Treasurers Report: Treasurer Nielsen provided the District with the 2021 Mid-Year Financial Review as of June 30, 2021. It was noted that the total fund balance is up by $166,955 compared to last year at this same time. Treatment Fee’s showed an increase of $30,516 compared to last year and Director Hall noted that was due to the debt service payments to the City being paid in June rather than July this year. Nielsen noted the CD that came due on July 6th at FNB Moose Lake was cashed in and put into savings for reinvestment. Nielsen presented a cash summary and recommended the District invest $400,000 in a 24 month CD which would mature in 2023. In comparing rates, Northview Bank out of Barnum had the best rate at 1%.

Treasurer Nielsen provided the District with the profit and loss statement and balance sheet for the month of June. Treasurer Nielsen had reviewed the books, the bank statements and reconciliations for both the months of May and June and found the books to be in order. The amount in checking on June 30, 2021 was $3,869.10. Claims submitted for today for May include check numbers 12249 thru 12263 as well as two EFT payments for a total amount of $13,148.11. June claims include check numbers 12264 thru 12278 as well as three EFT payments for a total amount of $459,911.12. It was noted that $400,000 included in the claims is a check to Northview bank for the new CD.

Motion was made by Gretsfeld second by Strandlie to move forward with the purchase of a $400,000 CD at Northview Bank in Barnum at the rate of 1% for 24 months. Motion carried 4/0. Hall noted that she has spoken with the bank and they will post security pledges in the amount over the $250,000 FDIC limit.

Motion was made by Strandlie second by Gretsfeld to approve the Treasurers report as well as payment of the claims to include two EFT payments and check numbers 12249 thru 12263 for a total amount of $13,148.11 and also three EFT payments and check numbers 12264 thru 12278 for a total amount of $459,911.12. Motion carried 4/0.

Gretsfeld then left the meeting.

Motion was then made by Strandlie second by Nielsen to adopt the Corporate Resolution for Certificate of Deposit at Northview Bank which names authorized representatives as Kuster, Nielsen, Strandlie and Hall and requires one authorized representative to invest, check balances or move account funds within Northview Bank. Motion carried 3/0.

Motion was then made by Nielsen second by Strandlie to adopt the Corporate Resolution for First National Bank of Moose Lake which names authorized representatives as Kuster, Nielsen, Strandlie and Hall. Kuster, Nielsen, and Strandlie will have access to all account information, safety deposit box, sign checks and transfer money between District accounts and withdraw funds from the financial institution. It was noted that it will require two signatures to withdraw funds from the financial institution as well as sign checks. Director Hall will have access to all account information, access to the safety deposit box and be allowed to transfer money between District accounts. Motion carried 3/0.

Motion was made by Nielsen second by Strandlie to sign the authorization form for First National Bank of Moose Lake to allow Director Hall to have on line access to all accounts (checking, savings and CD balances) and to allow Director Hall to transfer money between those accounts on line. Motion carried 3/0.

8. Old Business:

 a. Flow Numbers: Average flows for the month of May were reported at 68,029 gallons per day and June was reported at 66,873 gallons per day. It was noted that there was a huge spike in flow on June 18th with the difference between the flow station and LS#1 averaging out to be 824 gallons per home on that day. Overall the average for both months per home in that area (Woodland/Kasper) was 317 gallons per day May and 358 gallons per day for June.

 b. Sand Lake Resort – Update on Information - A letter was sent Mark Lambert, Sand Lake Resort after the May meeting requesting preliminary drawings of where he is proposing to move the District Sewer Main as well as clarification on his project of which parcels are proposed to be involved in the new development. At this time the District has not received any additional information. A letter was also sent to the City of Moose Lake in May regarding additional capacity for the project and if any is available for the District. It was also noted in the letter that several years back the MPCA indicated no expansion would be allowed at that time and it was questioned if that status has changed. Hall reported that the City Administrator has their engineer working on the information and will send a response to the District once that is available. As of last week Administrator Bloom indicated the engineer has asked for additional information from the Public Works Superintendent before further information can be provided.

 c. Compensation for Keith – POS Ordinance – Superintendent Newman addressed the compensation issue and noted that his contract expires the end of this year. Newman would like to address the increase at that time in his new contract. Newman’s contract is a three year term.

9. New Business – The District received a call during the meeting from the Clerk at Moose Lake Township indicating that Bruce Lourey was formally appointed to the Moose Lake Windemere Sewer District Board to complete Cliff Koski’s term which expires January 1, 2024. District welcomed Bruce Lourey to the District Board. Lourey held a position with the District in previous years so he is familiar with the Sewer District. Hall to provide Lourey with updated Ordinances etc. Formal appointment papers from Moose Lake Township will be coming via mail.

10. Adjourn – There being no further business to discuss a motion was made by Strandlie second by Nielsen to adjourn the meeting. Motion carried 4/0 and the meeting adjourned at 8:35 p.m.

Minutes by Darla Hall, Executive Director