**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**May 19, 2021**

**Meeting held via conference call**

1. Due to COVID-19, the regular meeting of the MLWSSD was held on Wednesday, May 19, 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, Superintendent Keith Newman and Mark Lambert, Sand Lake Resort.

2. Approval of the Agenda: Motion was made by Gretsfeld second by Strandlie to approve the agenda as presented. Motion carried 5/0. It was noted that Director Hall had to leave the meeting at 6:30 p.m. this evening so the agenda would be taken out of order to handle as many items as possible in the time allowed.

3. Guests: Mark Lambert, Sand Lake Resort: Mark Lambert provided the Board an update on his project status with the redevelopment of Sand Lake Resort. At this time he is looking at removing all the cabins on the lot and replacing with a 50 to 78 unit facility resort. The project is still a year or two out but would like to get approval and permitted now as shoreland rules are always changing. Lamberts plan is to come to the District with a formal request in the next few months but has some pending questions:

* + Would the resort be charged the standard connection rate and if so how many. Is there a multi family rate?
	+ District Sewer line runs thru the property and the line would need to be moved out of the property would there be a credit back for that?
	+ Would the District allow flexibility as he would like to do a 49 unit proposal now?
	+ Question on gaining capacity from the City of Moose Lake

Lambert explained that the building would be a three story with underground parking. It would be considered a resort with rentals daily/weekly and monthly. Lambert has talked to the City of Moose Lake and the City indicated they recently spent $100,000 to correct some I&I issues which has saved almost enough capacity that could possibly accommodate the project. It is believed they are looking at some sort of share in costs with the I&I program to allow for the additional capacity for the project. Chairman Kuster informed Lambert that in accordance with the contract with the City of Moose Lake the District can ask for additional capacity one time per year. Hall questioned how many units he is actually going to build. Lambert indicated he would like 50 units for now but the building would be 78 units to allow for additional later.

District discussed if any estimates were available on how much it would cost to move the line and how far it would need to be moved. It was estimated the line would need to move 200 or 300 feet. Keith Newman thought the line was deep like 17 feet or so but didn’t think they would need to go that deep with moving. Lambert noted that the angle of the line would need to be changed 20 feet or so and an easement would be needed from the neighboring property owner (Ron Lafond) to accommodate the change in the angle. Kuster thanked Mark for bringing the information to the District and noted that the District would like to be fair to Lambert as well as the rest of the District in the process. It was decided that the District needed to further discuss and determine who all needs to be involved. Lambert then left the meeting.

Strandlie commented that the Windemere Zoning Officer has been in contact with Lambert already on the project discussions. It was questioned if the DNR needed to be involved and also questions arose regarding the road right of way and who owns it. District will need to get Bolton & Menk involved as well at some point. Due to time restraints of meeting, the District moved onto the Directors Report. Discussion to continue on this item later in the meeting.

4. Approval of the Minutes – Regular Meeting Minutes April 21, 2021: To be discussed later in the meeting.

5. Executive Directors Report:

 a. City of Moose Lake –Contract Negotiations: Based on the Boards decision at the last meeting, Director Hall sent a letter to the City of Moose Lake indicating that the Board accepted the increase to the base rate effective January 1, 2022, however, in accordance with the contract language the excess flow rate was not adjustable and would remain at $1.46 per 1000/gal. City Administrator Katie Bloom then sent an email to Hall asking how the District would like to handle adjusting the excess flow rate and offered either having their attorney draft an addendum to the contract or opening up the contract for negotiations. Katie Bloom was going to attend the meeting this evening via conference call but did not. District discussed and indicated at this time they would not like an addendum as it makes the contract messy and hard to follow. In addition District discussed items they would like to see changed in the contract language. It was decided to continue this discussion later in the meeting.

 b. Cliff Koski Resignation from District – Board discussed the resignation of Cliff Koski from the Sewer District and a possible replacement. Kuster informed the Board that Bruce Lourey was a representative on the Board in prior years and agreed verbally that he would be willing to serve again. The rest of the Board agreed that Lourey would be a good member. The Board thanked Koski for his time serving the District. Director Hall to send Moose Lake Township a letter informing of Koski’s resignation and the suggestion for a new board member so they can take action on appointment of a member as soon as possible.

6. Superintendent Report: See written report prepared by Superintendent Newman. To be discussed later in meeting.

7. Treasurers Report: District Board was provided with copies of the profit and loss statement and balance sheet for the month of April. Treasurer Nielsen had reviewed the books, the bank statements and reconciliation and found the books to be in order. The amount in checking at April 30, 2021 was $43,167.36. Claims submitted today for payment include three EFT payments as well as check numbers 12234 thru 12248 for a total amount of $17,770.25. Motion was made by Gretsfeld second by Strandlie to approve the Treasurers Report as well as payment of the claims to include three EFT payments and check numbers 12234 thru 12248 for a total amount of $17,770.25. Motion carried 5/0.

8. Old Business:

 a. Flow Numbers: Average daily flow number for the month of April was 79,702 gpd. It was noted that the City of Moose Lake was doing work at the flume meter around April 23rd. Not sure if that was calibration or if something was being repaired.

Due to time restraints and unresolved business items Board decided to recess this evenings meeting until June 2nd, 2021 at 5:30 p.m. The meeting will be held in person at the District Offices. It was noted that the meeting on June 2nd will be Koski’s last meeting.

Meeting Reconvened June 2, 2021 at 5:30 p.m. Members present included Chairman Byron Kuster, Eric Nielsen, Clair Strandlie, and Cliff Koski. Also in attendance were Executive Director Darla Hall and Superintendent Keith Newman. Henry Gretsfeld was absent from the meeting.

Approval of Minutes April 21, 2021: There being no changes to the minutes, motion was made by Koski second by Strandlie to approve the April 21, 2021 Regular Meeting Minutes of the MLWSSD as written. Motion carried 4/0.

Superintendents Report: See written report of Superintendent Keith Newman. Keith reviewed the Mary Stoj property again with the realtor. Keith suggested they have a survey done before anything further proceeds as well as get a letter from the zoning officer to determine if it’s even possible to build on the property.

Keith discussed the Dean Culshaw connection on a property located on Swanson point. Due to the high water table in the area Newman suggested allowing an alternative to connecting to the system. Suggestion to core drill into the manhole in the front of the property and connecting the pipe with a rubber gasket to allow for a better connection. He also suggested stubbing it out as there is a neighboring property with a camper on it at this time and eventually will probably develop and want to connect. That property owner would then need to get an easement from the neighbors to be able to connect to the system. Newman noted this is one of those rare instances due to the water levels in that area. Board agreed with Keith on using this method of connection in this particular case.

Permits issued this month include 2021-003 Ellen Yazabeck (63-200-0020) for a correction to a lateral pipe discovered during a POS inspection and 2021-005 to John Stevenson (33.0114.000) for repair to a lateral pipe.

Certificate of Compliance issued: 2021-004 Cheryl Johnson (33.0194.000); 2021-005 Sharon Wall (33.6314.000); 2021-006 Barbara Peck (33.0143.000); 2021-007 Todd Keinanen (63.080.0280); 2021-008 Ellen Yazbeck (63.200.0020).

Sand Lake Resort/Mark Lambert Project: District continued discussion regarding the Sand Lake Resort Project and the moving of the District’s sewer pipe and what the benefits to the District would be in moving the pipe. Keith noted it is a 12” pipe in that area. Some issues discussed included the fact that if the District did contribute to moving the pipe it would be a new pipe and perhaps eliminate some I&I as well as allowing for increased connections. The Sunbay Campground and Mobile Home Park was discussed as well as the District pipe runs in that property also. District briefly discussed perhaps incorporating the moving of both lines at the same time. The District has not received any preliminary drawings from Lambert

 so it is difficult to determine at this point. After much discussion the Board directed Hall to send a letter to Mark Lambert and ask for preliminary drawings on relocating the line. District will then discuss the issue further. District discussed the sewer capacity issue and directed Hall to send a letter to the City of Moose Lake regarding the Lambert Project to see if capacity is even available. Director Hall to also contact Attorney Mia Thibodeau regarding the connection fee for this type of project.

City of Moose Lake Contract Negotiations: Board continued discussion regarding the City Administrators request on increasing the excess flow charge and whether an addendum should be written or if the District wanted to open up the contract for negotiations. District discussed the fact that if the City is asking to allow the excess flow charge to be adjusted that perhaps the District should ask for the method of calculating the flows for the City customers in the Woodland area to be changed as well such as what is done in the Kenwood North area (dividing customers by the flow for that area to account for I&I). District then discussed the frozen water line policy the City has in place and the fact that needs to be addressed as well. It was decided that rather than make a decision at this time the board will discuss at the next meeting when a new board member will be in place.

Adjourn: There being no further business to discuss a motion was made by Koski second by Strandlie to adjourn the meeting. The motion carried and the meeting adjourned at 6:45 p.m.

Minutes by Darla Hall, Executive Director