**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**November 17, 2021**

**@ MLWSSD Office**

1. Chairman Kuster called the meeting to order at 5:30p.m. Those members in attendance included: Chairman Byron Kuster, Vice Chairman Clair Strandlie, Treasurer Eric Nielsen, and Bruce Lourey. Also in attendance were: Executive Director Darla Hall and Superintendent Keith Newman. Henry Gretsfeld was absent from the meeting.

2. Approval of the Agenda: As Treasurer Nielsen was going to be a little late for the meeting, it was agreed to have the Directors Report be discussed in reverse order so that he would be present for the majority of the meetings discussions. In addition it was agreed to discuss the Superintendents Report first on the agenda. Motion was then made by Strandlie second by Lourey to approve the agenda as amended. Motion carried 3/0.

3. Guests: None Scheduled

4. Approval of the Minutes: Board reviewed the minutes of the October 20, 2021 regular meeting. It was decided to change “get to the lower capacity sooner” to read reduced flows on the bottom of Page 1. In addition the sentence dealing with the City of Moose Lake it was noted the City would like the District to contribute $100,000 toward their I&I project. A few other minor wording changes were made so that the minutes were clearer in their understanding. Motion was then made by Lourey second by Strandlie to approve the October 20, 2021 Regular Meeting Minutes of the Moose Lake Windemere Sanitary Sewer District as amended. Motion carried 3/0.

6. Superintendents Report – See written report of Superintendent Keith Newman. The final inspection and pressure test was done at the Moore residence (33.5244.000) on Chestnut Circle. It was noted the Plumbers Report and Certificate of Compliance would follow as they are using same plumbing company that is part of building the new home.

Paul of ABCO performed a point of sale televising at the Lafond residence at 94024 County Road 61. The televising discovered a piece of steel protruding the lateral pipe at or about thirty-three feet from the house. In reviewing the situation it appears that the power company had been there and replaced a power pole and most likely installed a guide wire anchor through the pipe. Keith sent the homeowner a few pictures to check out and this will hopefully get the repair in progress.

Superintendent Newman discussed the ongoing issue with Earl Tyson, owner of Pine Tree Mobile Park about the dislodged sewer pipe on one of his rental units. Ian Harris with the Department of Health had been there last month and returned when the occupant reported a second time that the sewer was still plugged. Tyson stated that he had corrected this and applied lime as Ian had instructed. Tyson is also planning to bury this next week when the occupant moves out. The District did send a letter explaining the need to make the repair as Tyson is in violation of District ordinances. Tyson is planning on disconnecting this home.

Quality Flow was out to check on Station B and found the starter pack is faulty. They have ordered up the parts and will be back to make the repair.

Permits – None this month

Certificate of Compliance - None this month

Treasurer Nielsen then joined the meeting.

5. Executive Directors Report: Director Hall informed the Board that the final amounts being certified to the counties for collection on 2022 taxes were: $6,850.30 to Pine County and $5,054.08 to Carlton County. The District did receive a few payments in since the last meeting and those totals reflect that.

 e. 2021 Audit Engagement Letter – Wipfli: The Board was presented with the Engagement Letter from Wipfli for conducting the 2021 audit at the rate of $8,400. Hall stated that the rate is $100 more than it was the previous year. Motion was then made by Strandlie second by Nielsen to have the District enter into the engagement letter with Wipfli for the 2021 audit for the amount not to exceed $8,400. Motion carried 4/0.

 d. Coffee Lake Mobile Home Park – MN Dept of Health: Hall noted she sent a letter to the owners of Coffee Lake Mobile Home Park aka Pine Tree Mobile Home Park indicating they were in violation of the ordinance and needed to get the repair made to the sewer connection under the mobile home completed within 30 days. The MN Dept. of Health called again this month as the occupant complained it was still an issue. Keith followed up on the progress as well and the mobile home will be disconnected from the sewer line in the near future.

 c. Superintendent Contract Expiring 12/31/2021 – Tabled until next meeting.

 b. Addendum for Excess Flow Rate Increase (frozen water line policy) – More Discussion: Hall discussed the motion made by Nielsen and seconded by Lourey directing her to contact the City of Moose Lake indicating the Board is not in favor of the excess flow rate being adjusted on an annual basis and requesting that the language be removed and to have the City address the frozen water line issue in the addendum also. Hall suggested perhaps the District may want to consider allowing the excess flow rate to be looked at every three years to determine if an adjustment should be made. This would eliminate the need for a new addendum to be done each time the City wanted to look at the adjusting the rate. Motion was then made by Nielsen second by Lourey to have Director Hall contact the City of Moose Lake and indicate the District would be in favor of including language in the addendum that would allow the excess flow rate to be reviewed no more frequent than every three years. Motion carried 4/0. Hall to contact the City regarding the addendum.

a. Capacity Request – Sand Lake Resort: Board members discussed a draft letter that was prepared by Mark Lambert addressed to the City and the District identifying the concept of what the Board discussed at the last MLWSSD meeting held in October. It was noted that the draft letter did not address some of the items the District had discussed at that meeting and that no formal action was ever taken by the board to move forward with any contributions to the City. Board discussed several other items relating to the project and the pro’s and con’s of contributing any funding for the City of Moose Lakes I&I project. Board members discussed making sure the users of the entire system are fairly represented. District discussed the debt service payments and how the project may have an impact on those costs. It was suggested perhaps rather than contributing any funding to the City of Moose Lake, the District may want to look at a reduction in the connection fee for this type of development. This may be justifiable in the theory that the District would be gaining additional user’s to the system in one project rather than individual homes being added one at a time. No formal action was taken by the board.

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss and balance sheet with the District. Balance in checking on October 31, 2021 was $8,535.55. Nielsen had reviewed the books and bank statements for the month and found everything to be in order. Claims submitted for today include check numbers 12323 thru 12336 as well as two EFT payments for a total amount of $12,225.76. Hall noted the City of Moose Lake’s bill is for September’s treatment fee’s and includes a charge of $30.45 in overage charges for the 7 rolling month period. She had not received the October treatment fee bill as of the date of the meeting. Motion was then made by Strandlie second by Lourey to approve the Treasurers Report as presented as well as the payment of the claims in the amount of $12,225.76 which includes check numbers 12323 thru 12336 as well as the two EFT payments. Motion carried 4/0.

Nielsen discussed the two CD’s that are coming due in February 2022. It was questioned if Northview Bank was able to post collateral pledged securities for the additional amount over the FDIC limit. Hall informed the board that they did post collateral pledge for the excess funds, however, Northwood’s Credit Union is unable to post any collateral so the fund balance at the credit union cannot go over $250,000. The interest checks from that institution are mailed direct to the District so the amount does not go over the limit. Hall and Nielsen will look into rates for the two CD’s that are coming due in February as it gets closer to maturity.

8. Old Business:

 a. Flow Numbers: The average flows for the month of September were 56,832. Hall noted she was still waiting for the October flows from the City of Moose Lake.

 b. Computer Purchase – Pending –No action taken. Hall informed the board that she had discussed the computer issue with Rimolde Technology Services and they suggested a docking station for transferring data between the lap top and the office computer. Board gave other suggestions such as using cloud capacity or google drive. Hall to look into it further.

9. New Business – Hall informed the Board that the City of Moose Lake has scheduled a joint meeting between the City and the District for Tuesday, February 8, 2022 at 6:00 at City Hall. This is to discuss ongoing information regarding capacity and the District contract in general. Board members checked their schedules and authorized Hall to get back to the City indicating that the date and time was acceptable. Hall noted the City of Moose Lake will be publishing it as a joint meeting between the two entities. Hall will post a notice at the office as well.

10. Adjourn – Motion was then made by Strandlie second by Lourey to adjourn the meeting, the motion carried 4/0 and the meeting adjourned at 7:50 p.m.

Minutes by Darla Hall, Executive Director