**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**October 20, 2021**

**@ MLWSSD Office**

1. Chairman Kuster called the meeting to order at 5:34 p.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, Superintendent Keith Newman and Mark Lambert. Henry Gretsfeld was absent from the meeting.

2. Approval of the Agenda: Kuster asked that Pine Tree Mobile Home Park (Coffee Lake Mobile Home Park) be added under new business. Motion was then made by Strandlie second by Nielsen to approve the agenda as amended. Motion carried 4/0.

3. Guests: Mark Lambert – Mark Lambert joined the meeting during the discussion regarding the Capacity Request as he wanted to address the board about the proposal he sent on October 11, 2021. See below for discussions.

4. Approval of the Minutes – Motion was made by Nielsen second by Lourey to approve the September 15, 2021 Budget Meeting Minutes of the MLWSSD as presented. Motion carried 4/0. Motion was then made by Strandlie second by Lourey to approve the September 15, 2021 Regular Meeting Minutes of the MLWSSD as presented. Motion carried 4/0.

5. Executive Directors Report:

 a. City of Moose Lake – Meeting October 12th Update: Director Hall, Byron Kuster and Bruce Lourey attended the meeting with the City of Moose Lake to discuss the current capacity at the treatment ponds. City Council was present at the meeting along with SEH City Engineers Matt Bolf and Tyler Ynsgdal. Mark Lambert was also present at the meeting. The engineers discussed the current capacity for the period from 2015 to August of 2021 being at 93% capacity. The City of Moose Lake has been working on eliminating I&I by lining old clay pipes which are under the water table as well as lining some of the manholes. They have conducted work on two sections of the line beginning in 2020 and 2021 spending $100,000 each year and are moving forward with spending another $100,000 in 2022 to conduct lining projects on another section of the line. The engineers reported that in looking at the flow numbers for 2020 and 2021 there has been a reduction in flows. They will be looking at the flows again in 2022 and are hoping, with the continuing lining projects to get down to 80% capacity at the treatment ponds. It was noted that 2021 has been a very dry year. Hall noted that with the pond capacity being so close at this time the City has asked to be notified of any new connections. The City would like the District to contribute $100,000 towards their I&I project for 2022 which would come from Mark Lamberts Sand Lake project connection fees. They believe this would help reduce flows. City is also looking into adopting a Point of Sale Ordinance to deal with I&I issues.

One of the items discussed at the meeting included the City of Moose Lakes future growth plans. The City indicated they have property around the campground, the old school development, Shopko redevelopment, commercial lots by the freeway, area around the new school and two other potential developments.

1. Capacity Request – Sand Lake Resort:

At this point Mark Lambert joined the meeting and explained his capacity request for Sand Lake Resort. Lambert noted he is permitted for 49 units currently for the “resort” project, but still wants 78 units and is willing to pay for them. He stated additional units may need to be zoned apartment instead of resort and may be located on a different parcel.

Kuster explained to Lambert that our current contract is for 67,000 gallons per day and we are currently over during some months of the year and the District would need additional 8,000 to 10,000 gpd for our own needs first. This amount is currently being sent to the City of Moose Lake and is in their calculations with current pond capacity. Lourey questioned how much of the capacity the city is hoping to gain from their I&I project and will they be reserving for internal growth. There is no guarantee the Sand Lake Resort project would have priority. Lambert discussed a three part agreement between the District, the City and Sand Lake Resort to ensure the capacity would be reserved for his project.

Kuster commented that the Board needs to look out for the District as a whole. The City of Moose Lakes I&I is more of the City’s issue however, Kuster noted he did some calculations spread out over a 10 year period based on the Sand Lake project. He took into account the user fees collected, connection fees and expenses related to the project and noted if the numbers are correct it may be worth it to contribute because of the additional revenue generated. It was commented that at some point it may even help to reduce the user fees for all customers.

Lambert discussed the drafting of a three part agreement between the parties. Lambert is willing to take the risk of paying a $100,000 (partial amount of the connection fees for the 49 units) to the City of Moose Lake for the I&I project. The following was discussed as how to approach Lamberts request. Lamberts $100,000 is a partial amount of the connection fee which the District would be getting the additional amount. It is based on 49 units minus the 18 units that are already on the properties. In the event the City does not have the capacity available for the Sand Lake project, Lambert would lose the $100,000 and the District would lose nothing. The Board wants the contract with the City of Moose Lake changed to add an additional 10,000 gpd to the current 67,000 gpd to accommodate current needs of the District. If the City has enough capacity for Sand Lake project to get to 78 total units, Lambert would pay the additional connection fees to the District and the District would then contribute $100,000 towards moving the sewer main with Lambert paying the remaining to the District. Lambert agreed to draft up a bullet point list of what was discussed this evening for both the City and District to review and present to their respective attorneys. Lambert then left the meeting.

 2. Frozen Water Line Policy – Flow Deduction: Director Hall reported that the City of Moose Lake did not have anything to report on this item as they are still not sure how to address it.

3. Addendum for Excess Flow Rate Increase: District reviewed the draft of the First Amendment to the Contract Agreement dealing with the increased excess flow rate from $1.46 to $1.53. The draft included additional language which would allow the increase to be adjusted by the City on an annual basis. This was not something the District agreed to when discussing having the amendment drafted. Motion was then made by Nielsen second by Lourey to accept the First Amendment to the Waste Water Treatment Agreement with the added language removed from the last paragraph allowing for the excess flow rate to be adjusted by the City on an annual basis. Hall noted that the original request to the City asked that the frozen water line issue be dealt with at the same time as the excess flow rate in the amendment. Nielsen and Lourey then rescinded their motion and asked Director Hall to contact the City 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 have the City address the frozen water line issue in the addendum. Hall will contact the City.

 b. Sand Lake Resort – Preliminary Drawings and Flow Estimates – This item addressed earlier in the meeting. No further discussions were had.

 c. Delinquent User Fee’s – Certification for Pine/Carlton County: Director Hall presented the delinquent user fee list for approval to be certified to the respective counties. Pine County has $7,213.95 in delinquent user fees and Carlton County has $8,527.77. Hall noted that the deadline for payment from the individuals listed is October 31, 2021 and that some may pay before it is certified. Motion was then made by Lourey second by Strandlie to approve certifying delinquent user fees of $7,213.95 to Pine County and $8,527.77 to Carlton County for collection on the 2022 property tax. Motion carried 4/0. In the event payments come in before certification, Director Hall is to remove any customers from the list.

 d. Board Member Term Expiring January 1, 2022- Nielsen: Director Hall informed the Board that Treasurer Nielsen’s term is expiring on January 1, 2022. Nielsen is willing to serve another term. Hall to send letters to both townships for approval as he is the at large member on the Board.

6. Superintendents Report – See written report of Superintendent Keith Newman. Superintendent Newman reported he is looking into a property on Pine Grove Lane. It is believed they have installed a well on the property and have a camper there but are not connected to the system.

Keith provided main specifications to Derek of Cousins Construction in the area of lots 33-5790, 6000 and 7000 along Sunny Beach Road in Windemere Township. Keith received a call regarding the red light on at Station B on Sand Lake Road. He responded to find the station in alarm and one pump assembly not working. He tried to reset a couple times then isolated it and called Quality Flow to come take a look at it. Red light was also reported being on at Kenwood Lift Station. Keith responded to find the station in alarm from pumping lower than it should have. He reset the pump and control assembly, checked the floats in the collection well to ensure that it was in fact low.

**Permits Issued**: #2021-006 to Jones Construction on behalf of Mike Moore 33.5244.000 34540 Chestnut Circle to disconnect a small cabin being demolished and reconnect a new dwelling.

**Certificate of Compliance:** None issued.

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss and balance sheet with the District. Balance in checking on September 30, 2021 was $4,767.61. Nielsen had reviewed the books and bank statements and found everything to be in order. Claims presented today include check number 12311 thru 12322 as well as three EFT payments for payroll taxes for a total amount of $8,734.25. Hall noted that the claims do not include a check to the City of Moose Lake for treatment fee’s as there was an error on the bill. Motion was then made by Lourey second by Strandlie to approve the Treasurers Report as well as the claims in the amount of $8,734.25 which include check numbers 12311 thru 12322 and three EFT payments. Motion carried 4/0.

8. Old Business:

 a. Flow Numbers: None to report as the City of Moose Lake had error in flow number and did not report a full month of usage. Hall sent bill along with excess flow bill back to the City for corrections.

 b. Computer Purchase: Hall informed the Board that she reached out to Jason Haukland again regarding help with computer purchase and setting it up for the District but has not received a response. She contacted the Clerk of Windemere Township and they have received a proposal from Rimolde Technology Services in Moose Lake for their IT services. Hall to contact them to see if they can help get it set up.

9. New Business –

 a. Pine Tree Mobile Home Park (Coffee Lake Mobile Home Park): Chairman Kuster reported that he was contacted by a resident at the mobile home park regarding an issue with flushing the toilet and the wastewater dumping on the ground. Minnesota Department of Health received a video of the situation and inspected the property. Hall reported that she was in contact with the Department of Health after the inspection and they found that a pipe had become disconnected under the unit and was repaired. So the matter is taken care of.

10. Adjourn – There being no further business to discuss a motion was made by Strandlie second by Nielsen to adjourn the meeting. The motion carried 4/0 and the meeting adjourned at 8:04 p.m.

Minutes by Darla Hall, Executive Director