**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**September 15, 2021**

**@ MLWSSD Office**

1. Chairman Kuster called the meeting to order at 5:36 p.m. immediately following the closing of the Budget Meeting. 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: 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 August 18, 2021 – Motion by Nielsen second by Strandlie to approve the Regular August 18, 2021 Meeting Minutes of the MLWSSD as written. Motion carried 4/0.

5. Executive Directors Report:

 a. City of Moose Lake- Meeting October 12th at 6:00 p.m. Director Hall informed the Board that the meeting has been scheduled with the City of Moose Lake for 6:00 p.m. on October 12th at City Hall. City Administrator Katie Bloom asked that a meeting be held to discuss the sewer capacity request for Sand Lake Resort, the Addendum dealing with the excess flow rate and also dealing with the frozen water line policy as well as the contract in general. Hall noted she included the item on tonight’s agenda so that the Board as a whole could discuss how they would like to see the issue of the frozen water line policy resolved.

Kuster suggested perhaps looking at dividing up the flow between our LS#1 and the Flume Meter by the number of customers in that area and charging back each entity for their portion of the flow (similar to what is done in Kenwood North). Kuster noted it’s not totally a fare solution but it would at least cover the issue of I&I. Board members agreed that this would be a good option to deal with the situation.

Hall commented that Katie Bloom had received information from the engineers regarding the capacity and indicated it was difficult to read and understand and wanted to explain in person to the District at this meeting. Hall noted that there was an article in the local paper recently that reported the City cannot go over 80% capacity at the ponds in accordance with the MPCA so the City may not have the capacity available for the Sand Lake project at this time.

City of Moose Lake will be posting the meeting notice for this meeting for both the District and the City. Those that can attend will report back at the next meeting with the outcome.

Board questioned the status of the lap top purchase for remote working. Hall noted that she did reach out to Windemere Township and they provided specs on the computers they have purchased but indicated the pricing has gone up considerably. Hall also indicated that Windemere Township has an ad in the local paper for an IT person to help with their township computer needs. Hall will try to contact Jason again to see if he is available to help the District otherwise will contact Windemere Township to see who they have hired and perhaps get assistance from there.

6. Superintendents Report – See written report of Superintendent Keith Newman. Keith reported that the White and Jackson properties have been inspected and the certificate of compliance issued. The letter for the Tokarzyk property was returned as it was mailed to the wrong address but a new letter was sent to the correct address and should be taken care of soon. Those three properties were listed for sale and notified of the requirements of the POS Ordinance.

Keith is waiting on pricing from Quality Flow for the cost of updating the beacon lights, conducting the routine yearly inspections of the stations and the cost of replacing pumps at A&B lift stations.

Keith noted the Parkview Drive resurfacing project has been complete and all manholes were adjusted properly. Keith has been busy painting and mowing the lift stations and cleaning them up.

Certificate of Compliance issued this month:

#2021-012 Steve White (33.0266.001) 34329 S Sand Road

#2021-013 Chris Jackson (63-022-3510) 4735 Coffee Lake Road

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss and balance sheet with the District. Balance in checking on August 30, 2021 was $5,773.07. Nielsen had reviewed the bank statements and reconciliation and found the books to be in order. Claims submitted for today include check numbers 12293 thru 12310 as well as two EFT payments for a total amount of $15,546.52. It was questioned what the bill from Riteway Business was for and Hall explained it was for bill cards. Red and blue cards were ordered this time so that red cards can be sent reminding late payers of payment and late fees. Hall indicated that she mailed them out last month and more people have paid up their past due bills earlier. Hopefully this will eliminate some of those from the certified list. Hall noted the dues for the League of Minnesota Cities were on the list and that the yearly dues increased approximately $100. Motion was made by Strandlie second by Lourey to approve the treasurer’s report and paying of the claims including check numbers 12293 thru 12310 as well as two EFT payments for a total amount of $15,546.52. Motion carried 4/0.

8. Old Business:

 a. Flow Numbers: The average flows for the month of August were 62,700 gpd. Board reviewed the flow charts for the stations.

 b. Sand Lake Resort – Update on Information - No further information to report. Hall noted that Pine County held a meeting to discuss proposed changes to the shoreland ordinance and Mark Lambert did attend that meeting to discuss his project. The District sent a letter to Lambert earlier in the year requesting preliminary drawings of his proposed project which included moving of the sewer main into the right of way and also requesting further information on which properties the project includes. Nothing has been received to date.

9. New Business – None to discuss.

10. Adjourn – There being no further information 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 6:27 p.m.

Minutes by Darla Hall, Executive Director