**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Special Meeting Minutes with City of Moose Lake**

**April 26, 2022**

**@ Moose Lake City Council Chambers**

1. City Council Chairman Doug Juntunen called the joint meeting of the City of Moose Lake and MLWSSD to order at 6:00 p.m. Those in attendance from the City included: City Council members Kris Huso, Doug Juntunen, Walter Lower, City Administrator Elissa Owen, Public Works Superintendent Phil Entner and Barney Hollis, Finance Director. Chairman Kuster called the MLWSSD joint meeting to order at 6:01p.m. Members present included: Chairman Byron Kuster, Bruce Lourey, Clair Strandlie, Eric Nielsen and Executive Director Darla Hall.

2. New Business:

 a. Contract Amendment Discussion: First Amendment to the Contract: The First Amendment to the Contract was drafted by the City of Moose Lake’s attorney to address the excess flow charge. Under the District’s current contract the excess flow charge of $1.46 per 1,000 gallons of excess flow is a fixed number and cannot be changed. The City of Moose Lake approached the District to allow for this amount to be increased to $1.53 per 1,000 gallon and to be reviewed and adjusted by the City of Moose Lake on an annual basis. Chairman Kuster discussed items the District would like addressed in the amendment as well to be:

- Calculation of the flows between LS#1 and the flow meter to be divided equally between City and District customers similar to how Kenwood North is currently calculated and applied to the respected entity.

- District would like to be notified when the calibration of the flume is done and receive any reports or field notes.

- Frozen Water Line policy could be included in this amendment rather than dealt with separately such as a standard deduction of a determined amount flow.

b. The parties discussed the frozen water lines and Entner indicated that 2013 was the worst year in that 6 homes had frozen lines which required tap water to run for the cold months of the year. Every year is different but the City has record of how many homes are involved. Kuster suggested some sort of adjustment could be made to the billing taking into consideration how many homes are involved and deducting a set amount of flow. He went on to explain that prior to this evenings meeting he ran a pencil stream of water into a gallon jug and timed it to determine how much flow could potentially be put into the system on a given day due to homes running water to prevent line freeze ups. Water running 24 hours in this manner times the number of days during colder months of the year adds up to quite a bit of flow. Lourey explained that by not allowing a deduction for that additional flow from tap lines running increased the overall flow and could potentially put the District over and incur penalty charges.

City Administrator Owens questioned if the District had an issue with the City’s Frozen Water Line Policy. District response was that they do not have a problem with their policy but would simply like some sort of deduction for the flows. City of Moose Lake does an offset with utility billing for those customers that run the tap water during those periods based on water meter readings. Perhaps something could be calculated using those numbers.

 c. Sand Lake Resort Project: District discussed the recent letter submitted by Mark Lambert regarding the Sand Lake Resort Project. The request indicates he has 25 users now and wants to go to 49 users. Lourey explained that the District is currently pushing the upper limits on their 67,000 gpd contract limit. He explained that the District would like to get additional capacity allocation first to take care of their customers’ needs before allocating any flow to the Sand Lake Resort Project. Lourey expressed that his initial thoughts are the District would need approximately 5,000 gpd in addition to what it needs for the Sand Lake Project. Lourey went on to explain the current request for the SLR project is approximately 6,000 gpd but that number is not firm as the District is unware of what other amenities will be offered in the resort such as swimming pool, coffee bar, restaurant, etc. City discussed that they are in the same position as the District as they have needs within the City limits that need to be addressed for capacity as well for future development etc. It was agreed that the City and the District’s capacity needs should be met before offering any capacity for the SLR project. The District informed the City they have not approved the Sand Lake Project as they cannot until such time the City notifies the District that capacity is available. District also informed the City that the Board did approve for Sand Lake to relocate the District’s sewer main closer to the road way once proper documentation is in place. Mark Lambert has agreed to move the line at no cost to the District to free up the easement area that runs thru the middle of his property.

City questioned if the District has I&I issues with their lines. District responded that the entire system was televised a few years ago and lining projects were done as well as manholes raised and repaired. The District also implemented an Ordinance dealing with lateral line inspections and repair at point of sale.

City Superintendent Entner discussed the treatment pond capacity and that at this time they have no further information from the engineers as they will be looking at the flows again in the fall once more data is obtained. The City of Moose Lake is planning on spending $300,000 towards the lining project in 2022 to help with the I&I reduction. City of Moose Lake has clay pipes. The District system has PVC pipes.

City Administrator Owen informed the District that the City is actively working with the State on getting some I&I projects done in that area involving the state facilities. It comes down to the State getting some money for the projects.

 d. Connection Request Process Clarification: City questioned future connection requests from the District. District informed City that there are only a few new connections that have taken place over the past several years but also the trailer park located on Coffee Lake removed some of the homes so it goes up and down with connections. Hall indicated that currently it is just a home here and there added to the system but when it involves more than one home connecting in an area that she has asked previous City Administrators for approval before the connection is authorized. Since the last meeting there have not been any new connections to the system, just removing of cabins and building new homes in their place.

In closing of the meeting with the City of Moose Lake Owens asked how to proceed with the contract discussion this evening. It was decided that both parties would get customer lists together for the Woodland area and perhaps meet internally to work on language changes before forwarding recommendations onto the council.

Entner discussed wastewater samples and the treatment for reduction of different chemicals at the treatment ponds. He would like to see a line item added dealing with sampling so that costs could be passed onto the entities that are contributing. Lourey questioned if they had sampling done by the State Facilities as they use a lot of chemicals for laundry facilities etc. He suggested perhaps they may be a big contributor. The District has almost all residential and does not have any industrial users on the system but perhaps the golf course may be a contributor.

The City of Moose Lake then adjourned their meeting.

The District continued their meeting to discuss an item that was discussed at the April 20th regular board meeting but formal action was not taken dealing with the retroactive billing for the Sand Lake Resort property. In accordance with the document submitted by Mark Lambert relating to Sand Lake Resort the amount of units being served at Sand Lake Resort is 25 units. District has been billing for 18.39 units. The Districts Policy and Procedure Manual allows for retroactive billing of services that were provided but unpaid for three years. A motion was made by Strandlie second by Lourey to bill Sand Lake Resort for 6.61 additional units retroactive to April 1, 2019 at the rate of $60.00 per month to clear up past unpaid user fees. The account will begin being billed for 25 units effective April 1, 2022. Properties involved include (parcel numbers (33.0231.000, 33.0237.000, 33.0235.000, 33.0238.000). Motion carried 4/0.

There being no further business to discuss a motion was made by Nielsen second by Lourey to adjourn the meeting. The motion carried and the meeting adjourned at 7:25 p.m.

Minutes by Darla Hall, Executive Director