**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**August 17, 2022**

**@ MLWSSD Office**

1. Chairman Kuster called the meeting to order at 5:35 p.m. Those members in attendance included: Chairman Byron Kuster, Vice Chairman Clair Strandlie, Treasurer Eric Nielsen, Bruce Lourey and Henry Gretsfeld. Also in attendance was Executive Director Darla Hall. Superintendent Keith Newman was absent from the meeting.

2. Approval of Agenda: Director Hall asked that item c. under her report be tabled. Chairman Kuster asked to include VRBO Vacation Rentals be added as item f. Item g. Budget Meeting for September was also added to the agenda. Motion was then made by Lourey second by Strandlie to approve the agenda as amended. Motion carried 5/0.

3. Guests: None scheduled.

4. Approval of the Minutes:

 a. Regular Meeting Minutes July 20, 2022: Board reviewed the meeting minutes. Lourey asked if a letter had been received from SLR regarding clarification on the total number of units. District would like a letter on file indicating that 49 units is the total number when project is complete. Hall to follow up on with Attorney Jacob Steen. Board changed the language under New Business regarding the official newspaper to read “By laws should state the official newspaper as determined by the Board each year rather than “a local paper”. Motion was then made by Nielsen second by Strandlie to approve the MLWSSD Regular Meeting Minutes of July 20, 2022 as amended. Motion carried 5/0.

5. Executive Directors Report: Hall provided the Board with copies of the letters drafted regarding future capacity requests for Sand Lake Resort and also a letter regarding the trailer that is located in the easement at SLR. Board agreed to send the capacity request letter to SLR but not send the letter regarding the trailer in the easement area at this time.

 a. Easement Agreement Sand Lake Resort- Update: Director Hall reported that Chairman Kuster and Lourey had met with her earlier in the week for a conference call with Attorney Matt Hanka to go over some of the changes they wanted to see in the Easement Agreement. That call was followed up with a conference call with Attorney Jacob Steen, Mark Lambert, and Attorney Matt Hanka to discuss the changes. At this time, Attorney Steen is working on incorporating those changes and a new draft will be forth coming. The subcommittee will continue working on getting the document complete.

It was noted that several hours have been spent by Board members on reviewing the documents, meetings with staff and calls with attorney on the SLR project. Board discussed a rate to charge for board member, staff time and Superintendent Newman’s time. Hall to send a letter to SLR indicating that the rate will be $50 an hour. Board will start charging effective August 1, 2022. Hall to also contact Engineer Kelly Yahnke to ensure he sends an itemized bill for charges related to the SLR project so that can be forwarded onto Lambert for reimbursement and to ensure the charges only relate to this project.

 b. Sand Lake ERU Count – Superintendent Keith Newman had a discussion with Katie at SLR regarding the main office building. This building has two units and the basement unit is only used for laundry at this time. Lambert counted 3 units for this building. Keith checked the RV sites as well. Attorney Steen sent an email explaining that the RV sites have effectively operated as cabins and are available year-round and that they are seeking credit for 1 ERU for each of the RV sites with the understanding that there are some back-payments that will be due. At this time the District is billing the resort for 18.39 units.

Motion was made by Nielsen second by Strandlie to declare there are 25 units in aggregate at Sand Lake Resort (aggregate parcels identified as 33.0231.000, 33.0237.000, 33.0235.000, 33.0238.000) effective July 1, 2019 and SLR will be back billed for the difference between 25 units and the 18.39 units that were charged. Motion carried 4/0 with Gretsfeld abstaining from the vote. Hall to send bill to SLR and make adjustments to the billing program to reflect the change.

 c. Ordinance/Policy Procedure Manual/By Laws – Tabled

 d. City of Moose Lake Overage Charges/Flow Meter: Director Hall reported that City Administrator Ellissa Owens and Superintendent Phil Entner will be meeting with Chairman Kuster and Hall to go over the calibration information and the flows in early September. Kuster is working on reviewing the flow data in preparation of that meeting.

 e. Point of Sale Ordinance – Properties Sold w/o Inspections/Certs: Director Hall discussed several homes that have sold without the proper inspection and Certificate of Compliance obtained. Hall has sent joint letters to the buyer and sellers indicating that they have violated the Ordinance and what charges could be imposed if they do not come into compliance. Hall noted she will continue to follow up on those and if they do not comply she will send another letter giving a deadline for completion. Nielsen suggested looking into who closed on the property so they are aware of our requirements prior to closing.

 f. VRBO’s Vacation Rentals: Chairman Kuster discussed a new Zoning Ordinance Windemere Township is discussing putting in place regarding vacation rentals. District will look into vacation rentals and how to determine how much usage to charge as some homes may be 5 bedroom three bath homes which could consume more than 260 gallons a day. District will look at incorporating something with the upcoming changes to the policy and procedure manuals.

 g. Budget Meeting September: Chairman Kuster is not available for the next regular meeting in September. It was decided to reschedule the regular meeting in September. Lourey motioned and Strandlie seconded to set the Budget Meeting for Monday, September 12th at 5:00 p.m. with the regular meeting immediately following. Motion carried 5/0. Hall to post and publish notice.

6. Superintendents Report: See report as prepared by Superintendent Keith Newman. Keith had issues for several days at Kenwood Lift Station with pump number 2. Quality Flow was out to look at it and found a piece of plastic wrapped around the impeller.

Keith had discussion with Ken Gerard concerning the possibility of constructing a garage with apartment at his home parcel. Also discussions with Sabrina Search about the possibility of building a garage with a restroom. Both were informed that an additional user fee would apply if they did construct. Board discussed and indicated that these properties would need to get a permit from Windemere Township first before allowing a connection. Also the connection policy was discussed and it was questioned if the apartment is going to be rented out and if so a connection fee would then apply.

Permits – None Issued

Certificate of Compliance – #2022-005 Tom Tokarczyk (33.5288.000) 94925 Sunset Lane

 #2022-006 Aaron Binstock (33.5342.000) 4542 Sand Lake Road

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss and balance sheet with the Board for the month of July. Balance in checking on August 31, 2022 was $4,887.14. Nielsen had reviewed the bank statements and reconciliation and found the books to be in order. Claims for approval today include check numbers 12457 thru 12472 as well as two EFT payments for payroll taxes for a total amount of $21,225.36. Hall noted that check number 12457 was approved at the last meeting for City of Moose Lake’s treatment fees but is pending adjustment due to flow issues. Board agreed that something should be paid on those treatment fees until such time the issue can be resolved. It was agreed to void check number 12457 and reissue with a new check #12473 in the amount of $4,527.23 which is 75% of the total June treatment fees. Motion was then made by Strandlie second by Gretsfeld to approve check numbers 12458 thru 12473 for a total amount of $16,698.13. Motion carried 5/0.

8. Old Business

 a. Flow Numbers June/July: None to report

 b. City of Moose Lake Amendment to Contract (Tabled): Waiting on meeting to be scheduled with the City of Moose Lake

9. New Business: None

10. Adjourn: Motion was made by Strandlie second by Gretsfeld to adjourn the meeting. The motion carried 5/0 and the meeting adjourned at 8:47 p.m.

Minutes by Darla Hall, Executive Director