**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**January 19, 2022**

**@ MLWSSD Office**

1. Chairman Kuster called the meeting to order at 5:35p.m.immediately following the closing of the Organizational 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, Superintendent Keith Newman. Henry Gretsfeld was absent from the meeting. Kelly Yahnke, Bolton & Menk joined the meeting via conference call for discussion on multiple dwelling units and development.

2. Approval of the Agenda: Chairman Kuster asked to include item C. under Old Business to discuss Sand Lake Resort and recent discussions with Mark Lambert. Motion was then made by Strandlie second by Lourey to approve the agenda as amended. Motion carried 4/0.

3. Guests: None Scheduled

4. Approval of Regular Meeting Minutes December 15, 2021: Motion was made by Strandlie second by Lourey to approve the Moose Lake Windemere Sanitary Sewer District Regular Meeting Minutes of December 15, 2021 as written. Motion carried 4/0.

5. Executive Directors Report

 a. Connection Fee Discussion – Multiple Dwelling Units: Kelly Yahnke, Bolton & Menk phoned in to join the meeting discussion regarding the Sand Lake Resort project. District informed him that the attorney indicated that the Board needs to decide if the project would be considered apartments or a resort facility. Board informed Kelly that the developer is planning on monthly, yearly and daily rentals of the units in the building. Kelly questioned the plans for the building and whether each unit would have their own washer and dryer or a common washer and dryer and how many bathrooms bedrooms would be in each unit. District discussed the need to get additional capacity from the City of Moose Lake which is currently not available and how gaining more capacity might affect the bond payments. District also discussed the issue of moving of the sewer main to the right of way and what would be justification for moving it. One suggestion was if the District paid for moving of the sewer main and the developer pay for the manhole to connect to it. From a financial standpoint the District would be getting rid of old lateral lines and gaining users. Yahnke discussed a shared cost between the two on the moving of the line as something that could perhaps be negotiated. It was determined that more information was needed on the project as well as confirmation from the City on capacity before any decisions could be made. Board will discuss further at the next meeting.

It was questioned if Mark Lambert had sent a letter rescinding his formal request for capacity. Hall indicated she had not received anything as of today.

 b. Pauline Dee former property agreement – 4866 Lazy Pines Road – Hall informed the board that Pauline Dee has sold her property. The Dee’s had a formal agreement with the District from years ago stating they would not be charged a second user fee on their additional building that had a bathroom in it, however, the agreement was not transferrable upon sale of the property. Hall indicated that the new owner is questioning if something could be done about the second user fee. Hall informed him that they could permanently disconnect the building however the homeowner stated they have shut the water off to the building but would still like the option to use it in the future. Board discussed the charging of an additional user fee in these instances and how it is determined. What determines an additional ERU if it is a cabin versus a garage. Board questioned Kelly if it is common to charge another user fee. It was questioned if it is a full bathroom or just a toilet. Kelly Yahnke will look into is further and do some research on what other entities do in these types of situations. Board will discuss at the next meeting.

 c. Joint Meeting with City of Moose Lake February 8, 2022 6:00 p.m. – Board members discussed scheduling conflicts with the meeting on February 8th. Only board member that would be available is Nielsen. Board asked that Hall contact the City of Moose Lake about rescheduling. Kuster noted that he would not be available until after the 14th of March. Hall to look into rescheduling of meeting.

6. Superintendents Report: See written report as provided by Superintendent Keith Newman. Newman conducted another inspection at Pine Tree Mobile Park where a pipe had dislodged from a mobile home. Minnesota Department of Health had instructed to apply lime to affected area. Keith inspected under the mobile home and it appeared lime had been applied quite heavily. Owner was notified that it looked good and skirting could be put back on the mobile home.

Keith noted there was a house fire on Lazy Pines Road at a District customers home the beginning of January. Keith notified Hall to turn off the billing for the home.

Permits Issued – None this month.

Certificate of Compliance –

#2021-016 – Renee Wilson (33.5291.001) 94920 County Road 61

#2021-017 – Marilyn Tokarczyk (33.0086.001) 94227 West Frontage Road

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss and balance sheet for the month of December with the Board. He noted that he had reviewed the financials and the bank reconciliation and that he found the books to be in order. The balance in checking on December 31, 2021 was $23,649.75. Today’s claims include check numbers 12354 thru 12368 as well as three EFT payments for payroll and taxes for a total amount of $18,127.60. Treasurer Nielsen explained that two CD’s are coming due in February. Nielsen discussed combining the CD’s and taking out a one year CD at First National Bank. The rate would be .50%. Nielsen felt that the rates should be improving soon and the District could reinvest when the rate is more favorable. The two CD’s combined would be approximately $236,000. Nielsen then went on the review the yearend financial review comparing the District’s financial standing between 2020 and 2021.

Motion was then made by Strandlie second by Lourey to approve the Treasurers Report as presented and payment of the bills to include check numbers 12354 thru 12368 as well as the three EFT payments for a total amount of $18,127.60. Motion also included cashing in and combining of the two CD’s coming due February 16th, 2022, and to reinvest into a 1 year CD at FNB. Motion carried 4/0.

8. Old Business

 a. Flow Numbers: The average daily flows for the month of December were 59,593 gallons per day.

 b. Addendum addressing Excess Flow Rate/Frozen Water Line Policy – tabled until meeting is rescheduled with the City of Moose Lake.

 c. Sand Lake Resort/Mark Lambert – Byron Kuster – Kuster informed the Board that he had spoken with Mark Lambert since the last meeting. Lambert is looking into moving the sewer main at his expense to keep the project moving. Kuster informed him that he would need to submit plans to the Sewer District and the District would then have our engineer review it. Kuster also noted that Lambert would like to resolve the issue of the discrepancy in the user fees at Sand Lake Resort and the connection fee’s so that matter can be taken care of. Mark indicated he would like to attend the District’s February meeting to discuss.

9. New Business: None

10. Adjourn: There being no further business to discuss a motion was made by Nielsen second by Lourey to adjourn the meeting. The motion carried 4/0 and the meeting adjourned at 7:20 p.m.

Minutes by Darla Hall, Executive Director