**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**March 16, 2022**

**@ MLWSSD Office**

1. Chairman Kuster called the meeting to order at 5:32 p.m. Those members in attendance included: Chairman Kuster, Vice Chairman Clair Strandlie, Treasurer Eric Nielsen, Bruce Lourey and Henry Gretsfeld. Also in attendance were: Executive Director Darla Hall, Superintendent Keith Newman and Karen Gretsfeld.

2. Approval of the Agenda: Director Hall asked that item C. Joint Meeting Date Options for April be added under her report. Motion was then made by Strandlie second by Nielsen to approve the agenda as amended. Motion carried 5/0.

3. Guests: Director Hall informed the Board that Dennis Genereau, Windemere Township Zoning had contacted her regarding some changes to the township ordinance and is discussing the possibility of allowing onsite systems in the shoreland area for campers. Hall left a message that she would have Genereau on the agenda for this evening but had not heard if he was available to attend. The change to Windemere Zoning would conflict with the current practice of the Sewer District as the District does not allow campers to be connected to the sewer system. There is a park model on the system but it is located on an engineered slab which is strapped down. Hall to look into the District Ordinance as well as the County Ordinance language for clarification.

4. Approval of Minutes: a. Regular Meeting Minutes: There being no changes to the minutes a motion was made by Nielsen second by Lourey to approve the February 16, 2022 Regular Meeting Minutes of the MLWSSD as written. Motion carried 5/0.

5. Executive Directors Report: Director Hall reported at a previous meeting the District discussed the connection fees and when that value was established. Hall informed the Board she originally thought the fee was calculated back in 2007 by Scott Harder but has since found a Resolution in which the connection fee was adjusted in 2014 and the calculations were calculated by Bolton & Menk.

 a. Multiple Connections on properties - Dee Property: Director Hall provided the District with information pulled from the Ordinance as well as the Policy and Procedure Manual identifying clarification for second user fees. In addition to that information, those properties being billed more than one user fee were provided along with information gathered regarding square footage of second building which was obtained from the county websites. Lourey commented that Hall’s interpretation of the language was incorrect. The language pulled from the Policy and Procedure Manual regarding detached structures was reprinted incorrectly in that a comma was missing. The statement should actually read “detached structures on any parcel that include plumbing, or any attached structure that exceeds 400 square feet of living space shall be assigned a minimum of 1 ERU and billed an additional User Charge.

District went on to discuss the second user fee being charged on the Dee Property. The Dee’s had an agreement with the Sewer District years ago which was not transferable upon sale of the property. District decided they are not going to change the current policy and that the homeowners would either need to continue to receive the second connection fee or permanently disconnect that building.

District Board also discussed some of the language in the Policy and Procedure Manual concerning connection fees for buildings and asked that she get clarification from Attorney Mia Thibodeau on the language.

 b. Corrected Billing – Sand Lake Resort: Director Hall informed the board that she looked into correcting the billing for Sand Lake Resort by pulling information from Pine County’s website, Sand Lake Resorts website and comparing to the Policy and Procedure Manual on billing calculation. It was determined that Keith and Darla perhaps need to visit the sites to determine the status of cabins/homes on the properties. Hall and Newman will follow up on.

 c. Joint Meeting with City of Moose Lake: Hall informed the board that the City of Moose Lake is unable to make the March 22nd joint meeting as scheduled. New dates were discussed to be Tuesday April 19th at 6:00 p.m. or Tuesday April 26th at 6:00 p.m. Hall to send dates to the City and advise the board of the date selected.

6. Superintendents Report: See written report as provided by Superintendent Keith Newman. Newman reported he had received a call from Dennis Genereau, Windemere Zoning Administrator seeking information on the use of campers within the District and discussed some of the zoning changes they are contemplating with the use of campers within the township.

Keith provided system information to Steve Alderin, Moose Lake Township, regarding the possible connection to the sewer system in the future at the township property located within the area of Art Ohlgren Recreation Area. The township is looking at doing something with the property within the next 10 years and at this time the sewer line is not in close proximity to the property.

Permits Issued – None this month.

Certificate of Compliance – 2022-01 Carole Noelle (63-070-0035) 4630 South Arrowhead Lane

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss and balance sheet for the month of February with the District. Balance in checking as of February 28, 2022 was $12,903.13. Nielsen had reviewed the bank statements and reconciliation and found the books to be in order. Claims were submitted for today to include two EFT payments for payroll as well as check numbers 12384 thru 12398 for a total amount of $23,714.27. It was noted that today’s claims include payment to the City of Moose Lake for both January and February treatment fees. The two CD’s at FNB of Moose Lake have been cashed in and the investment worksheet reflects that with the new 12 month CD added at .50%. Motion was made by Strandlie second by Gretsfeld to approve the Treasurers Report and payment of the claims in the amount of $23,714.27 which includes 2 EFT payments and check numbers 12384 thru 12398. Motion carried 5/0.

8. Old Business

 a. Flow Numbers: Average flows for the month of January were 62,952 gpd and February 52,313 gpd. It was noted the January flows for the period of January 10 thru January 15th were high and believed to be caused from local house fire.

 b. Addendum addressing Excess Flow Rate/Frozen Water Line Policy – Tabled until meeting held with City of Moose Lake.

9. New Business:

 a. Annual Meeting Updates: Strandlie and Lourey both attended annual meetings for their townships and provided a brief report.

10. Adjourn: There being no further business to discuss a motion was made by Gretsfeld second by Nielsen to adjourn the meeting. The motion carried and the meeting adjourned at 7:30 p.m.

Minutes by Darla Hall, Executive Director