**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**May 18, 2022**

**@ MLWSSD Office**

1. Chairman Kuster called the meeting to order at 5:34 p.m. Those members in attendance included: Chairman Kuster, Vice Chairman Clair Strandlie, and Bruce Lourey. Also in attendance were: Executive Director Darla Hall and Superintendent Keith Newman. Members Henry Gretsfeld and Treasurer Eric Nielsen were absent from the meeting.

2. Approval of Agenda: Item d. June Meeting was added to the Executive Directors Report. Item c. Water Sampling was added under Old Business. Motion was made by Strandlie second by Lourey to approve the agenda as amended. Motion carried 3/0.

3. Guests: Sand Lake Resort – Mark Lambert or Representative: Hall had received an email indicating that either Mark Lambert or a Representative would be attending the meeting this evening. No representative attended. Board moved onto agenda items.

4. Approval of the Minutes:

 a. Regular Meeting Minutes April 20, 2022: Motion was made by Strandlie second by Lourey to approve the April 20, 2022 Regular Meeting Minutes of the MLWSSD as written. Motion carried 3/0.

 b. Special Meeting MLWSSD w/City of Moose Lake April 26, 2022: After correction of typographical errors a motion was made by Lourey second by Strandlie to approve the April 26, 2022 Special Meeting Minutes of the MLWSSD w/ City of Moose Lake as corrected. Motion carried 3/0. The request for capacity letter as submitted by Sand Lake Resort to the City of Moose Lake and the District was briefly discussed. It was decided that Hall should contact the City of Moose Lake to discuss the letter as the appropriate approach should be the District requesting capacity for our customer, rather than Sand Lake Resort requesting capacity from the City of Moose Lake. Hall to contact City Administrator and explain the process for the future.

5. Executive Directors Report

 a. Draft Agreement with Sand Lake Resort Pipe Relocation: Director Hall presented a draft agreement as prepared by our Attorney. Upon reviewing the Board directed Hall to go back to the Attorney as the agreement is written in a manner of the District conducting the project and not the developer. It was questioned if a private entity could move the main line or if the District would be required since its public property. Main objective is the developer pay’s for the relocation project, our engineering fees for approval of design, inspection of project, acceptance of final project and any attorney fee’s involved in the matter. The contractor hired for the relocation of the pipe must be bonded to protect the District. Hall to work with attorney on different language and bring back to the board.

Director Hall informed the Board that the engineered drawings from Sand Lake Resort’s as prepared by Mark Lambert’s engineers have been received and are being reviewed by Kelly Yahnke, Bolton & Menk. Hall noted that in previous discussions with Kelly it was indicated at that time the project would be considered an extension since additional units/development would be added. Kelly is working on getting a response to this question and hoped to have information available if not today by the end of the week. Hall commented that in the event it is considered an extension it would need approval from the MPCA before construction began. Hall recommended the District get this information before allowing the process of moving the pipe to begin. District will want the agreement in place as well before any work begins. Board discussed the issue of the pipe being relocated so close to county road and suggested perhaps it needs to be moved closer onto the developers property in the event work needs to be done on the main line in the future. District does not want to be responsible for any damage to the road or possible relocation of the pipe in the future in the event the county would widen the road.

The Board discussed the corrected billing for SLR. Hall had emailed a letter to Mark Lambert indicating what action was taken regarding the number of connections at the property and the retroactive billing going from 18.39 units to 25 units. She indicated in her letter that effective April 1, 2022 the parcels would be combined into one billing and include the 25 units. Lambert sent back an email with changes identified in the letter indicating he wanted to keep the billing separate until such time the project was complete and also wanted to include language about the rate of the future connection fees. Hall and Kuster both responded to his email stating that the board has not taken any formal action on what the connection fee would be. Board then discussed the boundaries of the project and what parcels are going to be included in the project. Board indicated they need a full plan of what the project includes with respect to the existing buildings etc. A discrepancy was discussed regarding the ERU count including 4 RV sites as four ERUs. In accordance with our policy those RV sites are not considered individual ERUs but rather an RV connection which is based on flow and those four only total 1.39 of an ERU. There are also existing buildings being counted as more than 1 ERU which is included in the 25 units Sand Lake is stating they have.

After reviewing the discrepancy in the ERU count in the report supplied by Sand Lake Resort, a motion was made by Lourey second by Strandlie rescinding the updated ERU count of 25 ERU’s at Sand Lake Resort as well as the motion made at the special meeting of the District held on April 26, 2022 regarding retroactive billing and the amount of ERUs. The parcels 33.0231.000, 33.0237.000, 33.0235.000, and 33.0238.000 will go back to the original total of 18.39 units until such time the District can verify actual ERU’s on the property. Motion carried 3/0. District will need an accurate layout of the parcels included in the project and a clear legal description of the resort project and buildings involved as well as detailed project plans.

 d. June Meeting: Director Hall will be out of town from June 3rd until June 13th and asked if the meeting could be moved to another date as she would not have time to get the financials prepared, bank reconciliations done and bills paid prior to the next meeting. Motion was made by Lourey second by Strandlie to hold the June regular board meeting on June 22nd at 5:30 p.m. Hall to post and publish notice. Motion carried 3/0. Hall to let Nielsen and Gretsfeld know about the meeting date change.

6. Superintendents Report: See written report as provided by Superintendent Keith Newman. District received a complaint about road conditions and gravel in a driveway on Pine Grove Lane. This is the road that is plowed by the District in the winter months to gain access to the lift station and is a private road. Newman provided pictures of the area. It was noted that the road is wet at this time but drying up. Keith informed the Board there is a small amount of gravel pushed up from plowing and that he did stop by to shovel leaves, dirt and gravel from her driveway and also raked it out. The homeowner questioned if the District was going to place gravel on the road to fix the ruts. Board agreed to have some gravel put in that area.

Newman was contacted by Dale Sandberg concerning a stopped pipe at his rental property on West County Line Road. Keith located the manholes and both were without issues. Keith suggested Sandberg call a service rather than digging up the pipe and they were able to unclog the pipe from him.

Permit – #2022-001 – Dale Sandberg Construction on behalf of Jerry Blazevic to repair a lateral.

Certificate of Compliance – #2022-04 Scott Almquist 34215 S. Sand Road (33.0265.000)

7. Treasurers Report: In the absence of the Treasurer, Director Hall reviewed the profit and loss and balance sheet for the month of April 2022 with the Board. Hall noted that Treasurer Nielsen had reviewed the financials, bank reconciliation and statements for the month and found the books to be in order. The balance in checking as of April 30, 2022 was $35,020.24. Claims submitted today include check numbers 12414 thru 12429 as well as two EFT payments for payroll taxes for a total amount of $24,381.49. Hall noted that both the months of March and April treatment fees for the City of Moose Lake are included in this month’s claims as well as the payment to the League of Minnesota Cities Trust for liability insurance and SFM for workers comp insurance. Motion was made by Strandlie second by Lourey to approve the Treasurers Report as presented as well as payment of the claims to include check numbers 12414 thru 12429 and two EFT payments for a total amount of $24,381.49. Motion carried 3/0.

8. Old Business

 a. Flow Numbers – March average gpd 60,089 and April average gpd 90,322. It was noted that work was done at the flow meter around April 7th. The flows have increased over the month but it has been very wet spring.

 b. City of Moose Lake Amendment to Contract: District discussed the frozen water line issue. It was suggested the amount of flow taken off the City’s water bills to its customers participating in the frozen water line program should be the same amount taken off at flow meter and should be taken off before dividing up the flows between the City and the District. Director Hall noted that she needs to get the customer list of those homes in the area between lift station #1 and the flow meter and provide to the City of Moose Lake. She will make the suggestion as well about the adjustment for the frozen water line homes when she provides the customer information.

 c. Water Sampling/Testing: Chairman Kuster discussed the City’s request regarding testing of the waste water. Kuster suggested that the District should test our own and submit results to the City of Moose Lake. The majority of the waste on the District line is residential with the exception of the golf course and Gampers. It will need to be determined how often to be tested but if the results don’t find anything significant perhaps it could be tested less.

9. New Business: None

10. Adjourn: Motion was made by Strandlie second by Lourey to adjourn the meeting. The motion carried and the meeting adjourned at 8:10 p.m.

Minutes by Darla Hall, Executive Director