**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**October 19, 2022**

**@ MLWSSD Office**

1. Chairman Kuster called the meeting to order at 5:40 p.m. Those members in attendance included: Chairman Kuster, Clair Strandlie, Eric Nielsen, Henry Gretsfeld and Bruce Lourey. Also in attendance were Executive Director Darla Hall and Superintendent Keith Newman.

2. Approval of Agenda: Motion by Gretsfeld second by Strandlie to approve the agenda as written. Motion carried 5/0.

3. Guests: - None scheduled.

4. Approval of the Minutes:

a. Budget Meeting Minutes September 12, 2022: Board reviewed the minutes and a correction was made stating the station upgrades were included in the 2022 budget rather than stating “they would be” included in the 2022 budget. Motion was then made by Lourey second by Strandlie to approve the September 12, 2022 MLWSSD Budget Meeting Minutes as corrected. Motion carried 5/0.

b. Regular Meeting Minutes September 12, 2022: Motion was made by Gretsfeld second by Strandlie to approve the September 12, 2022 Regular Meeting Minutes of the MLWSSD as written. Motion carried 5/0.

5. Executive Directors Report:

a. City of Moose Lake Outstanding Overage Charges: Director Hall stated that no further action has taken place with the overage charges and calibration of the flow meter. Hall emailed the City to see if the fall calibration had been done or scheduled but has not received a response to date. Hall noted that today’s claims include the September treatment fees but the overage charges have not been paid until the District can meet again with the City of Moose Lake. It was suggested perhaps the City and the District need to agree on an outside contractor for completing the calibration in the future. Hall discussed the homes between LS #1 and the flow meter and informed the Board that the actual number is 58 homes and not 63 as originally thought which makes the GPD per home even higher in that area.

b. Certification Listing of Delinquent Accounts: Director Hall presented the list of certifications for Pine and Carlton County. She stated that the individuals have until October 31, 2022 to submit their payments to the District directly and would then be certified if no payment was received. Coffee Lake Park’s balance was questioned as they had removed some of the mobile homes on the property. Keith Newman will check into and get back to Hall before certification time. Motion was made by Gretsfeld second by Strandlie to certify $10,655.41 to Carlton County for unpaid user fees and $5,299.93 to Pine County for unpaid user fees to be collected on the 2023 taxes if those individuals do not pay by October 31, 2022. Motion carried 5/0.

c. Expiring Terms – Clair Strandlie and Byron Kuster: Director Hall informed the Board that members Kuster and Strandlie’s terms would be expiring on January 1, 2023. Both agreed they would like to commit to another term with the District. Hall to send letters to the Townships indicating Kuster and Strandlie’s interest in serving another term.

d. Update on Sand Lake Resort: At the previous meeting the Amendment to the Easement Agreement document was signed and approved by the MLWSSD and sent onto Mark Lamberts Attorney for recording. The county recorder’s office has identified some minor legal descriptions that need changes or additional language. Hall has submitted the document onto Matt Hanka, Fryberger Law Firm to review and approve of the changes before resubmitting for recording. It was questioned if Sand Lake Resort had been billed for expense. Hall informed the Board that SLR has been billed for past user fees, legal fees and staff hours and those have all been paid to date. Another invoice has come from the Sewer District’s attorney which is included in today’s claims and a bill was mailed today to SLR for those charges.

6. Superintendents Report: See written report as provided by Superintendent Keith Newman. Quality Flow was onsite and completed the upgrades to lift stations A&B. They required a vac truck on site for the two days so Nelson Sanitation out of Rice, MN was on site. Keith lined up with the City of Moose Lake in case they needed to dump at the wastewater ponds if necessary but the contractor did not have to.

Northland Lining was on site to line a lateral pipe at Liupakka’s residence. The work was completed and Keith noted the repair looked very good.

Keith discussed the property recently purchased by Sharon Fitzgerald on Pine Grove Lane. This was a private sale using a lawyer and the Ordinance #3 requirements were missed. The cabin will either be removed or demolished this coming spring to make way for a new dwelling on the parcel. Keith suggested perhaps issuing of a permit to disconnect /reconnect and do the televising when the new pipe is connected since the building will be removed or demolished. Board agreed.

Leeray Hoton contacted Newman about a connection for his property along West Frontage Road. Horton was informed he could not install a pipe without being connected to a structure and would need a building permit from Windemere Township along with the starting of the structure. Hall informed the Board that Horton had came to the District a few years back and paid the connection fee as he was wanting to install a bath house. He needed to get easements from neighboring properties as well as approval from Windemere Township at that time.

Greg Carlson has completed his project of building a new house and relocating another on his Sand Lake property. Carlson had gotten a permit a while back to disconnect and reconnect. Hall to begin billing again now that the project is complete.

**Permit**

#2022-003 – Dale Sandberg on behalf of Ken Gerard (33.0228.000) 94306 County Hwy 61 for connection of a studio apartment in a garage.

#2022-004 – Northalnd Lining on behalf of Carol Liupakks (33.5795.000) 94806 Sunny Beach Road for repair of the lateral line.

**Certificate of Compliance**

#2022-008 Rami Guirguis (33.5343.000) 4540 Sand Lake Road for point of sale.

#2022-009 Carol & Peter Liupakks (33.5795.000) 94806 Sunny Beach Road for point of sale.

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss and balance statement with the Board for the month of September. The balance in checking as of September 30, 2022 was $1,516.01. Nielsen had reviewed the bank reconciliation and bank statements and found the books to be in order. Claims submitted today include check numbers 12491 thru 12508 as well as three EFT payments for payroll taxes for a total amount of $71,984.03. This amount does include the City of Moose Lake’s treatment fees for September 2022 but not the overages. Motion was made by Strandlie second by Lourey to approve the Treasurers Report and payment of claims for a total amount of $71,984.03 which includes check numbers 12491 thru 12508 as well as the three EFT payments. Motion carried 5/0.

Treasurer Nielsen discussed the CD rates. Members Credit Union currently has a 26 month CD at 4.10%. Nielsen will look into rates and see what best options may be on investing.

8. Old Business

 a. Flow Numbers – Average daily flows for the month of September were 66,433 gpd. Hall noted that after reviewing the customer list for the homes between Lift Station 1 and the flow meter it was determined to be 58 homes rather than 63. The 58 homes are reflected on today’s report.

 b. Ordinance/Policy Procedure Manual/By-Laws- Tabled

9. New Business: None

10. Adjourn: Motion was made by Strandlie second by Nielsen to adjourn the meeting, the motion carried 5/0 and the meeting adjourned at 7:02 p.m.

Minutes by Darla Hall, Executive Director