**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**September 12, 2022**

**@ MLWSSD Office**

1. Chairman Kuster called the meeting to order at 5:15 p.m. immediately following the closing of the budget meeting. Those members in attendance included: Chairman Kuster, Clair Strandlie, Eric Nielsen and Henry Gretsfeld. Bruce Lourey attended via conference call. Also in attendance were Executive Director Darla Hall and Superintendent Keith Newman.

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

3. Guests: - None scheduled.

4. Approval of the Minutes:

 a. Regular Meeting Minutes August 17, 2022: Board reviewed the minutes of the August meeting. Motion was made by Gretsfeld second by Strandlie to approve the MLWSSD Regular Meeting Minutes of August 17, 2022 as written. Motion carried 5/0.

5. Executive Directors Report:

 a. Sand Lake Resort – Update Easement Agreement: Director Hall discussed the latest changes to the Updated Easement Agreement. Several drafts were sent back and forth between the subcommittee and SLR. Chairman Kuster explained the language in paragraph #3 of the agreement was redrafted several times. Mark Lambert had called Kuster earlier in the day and they came up with language that they agreed upon. Attorney Matt Hanka had reviewed the language changes and approved of it as well. Motion was made by Gretsfeld second by Strandlie to approve the Amendment to Utility Easement for Sand Lake Resort dated September 12, 2022. Motion carried 5/0. It was questioned if our engineer had reviewed the document. Hall indicated he had not but would be getting the signed copy once the document has been signed by both parties so that the engineering portion of the project can move forward.

Hall provided the Board with the letter sent to Mark Lambert, SLR, regarding the 25 ERU units and the back billing on the properties. Hall received an email from Lambert asking if the start date of the 25 units could begin on September 1st rather than July 1st since the motion to approve the 25 Units was not made until August 17th. Hall did send an email response to Lambert that the date of July 1st was set because of quarterly billing but would bring the matter before the Board this evening on his behalf. Board briefly discussed and agreed to keep the original motion as stated at the August 17th, 2022 meeting. Hall will notify Lambert of the Boards final decision.

 b. City of Moose Lake Overage Charges/Flow Meter/Contract Amendment: Director Hall, Chairman Kuster and Lourey met with the City of Moose Lake on September 7th to discuss the flow readings and calibration reports. Kuster stated that he reviewed the calibration report and there were no notes written on the calibration itself but the “as left” distance on the meter was at 20.35 which has typically been left at 22.2 or 22.3 inches since the flow meter was originally installed. Kuster explained to the Board the charts he prepared for the meeting with the City regarding the average daily customer useage for the 63 homes between our LS#1 and the flow meter. The graph tells the story of how the spikes coincide with the previous issues found with the calibration and the SCADA system. In addition the last calibration report received from the City in April of 2021 indicated a problem with the sensor head being loose and it was questioned if perhaps it may have been lowered due to vibration or some other means to cause the “as left” empty distance to be incorrect.

It was noted that Public Works Superintendent Phil Entner questioned if the District had included the correct number of homes and if Gampers should be included in the area. Kuster explained to the Board that he and Lourey went out to look at the manhole as well as reviewed the engineered drawings and that Gampers wastewater was clearly being sent to Coffee Lake lift and not LS#1 so the number of homes is correct. Kuster stated they did bring copies of the engineered drawings to Entner for his records as well. The City did identify an apartment building in that area that is currently being billed as 4 units but that Carlton County’s website indicates there are 5 addresses so the number may actually be a total of 64 homes (22 City and 42 District). Superintendent Newman stated he just had Quality Flow come out and calibrate LS#1 and found it to be reading correctly. Lourey suggested perhaps the District may want to get the City’s water meter readings for that area to compare with the useage being reported and that may be another indicator if it is the flow meter.

At the previous Board meeting the June treatment fees were presented for payment and the Board motioned to pay 75% of that bill and retain the rest until the flows could be resolved. Kuster stated that Ellissa Owens, City Administrator commented during the meeting they are trying to be honest and transparent to work out the issue of the flows and that she is working in good faith to arrive at something that is fare to both parties. Hall stated in light of that conversation she has put the remaining 25% of June’s treatment fees on for payment this evening as well as July and August treatment fees. The overage payment, however, is not included with the bills for this evening as there is a discrepancy between the District’s record and the City of Moose Lakes. Hall is working with the City to get previous data from 2021 to determine where the issue is. District would like another meeting set up with the City of Moose Lake sometime in October to review the flows again and come to some resolution. Board agreed to pay the 25% retainage from June as well as the July and August treatment fees but not the overage fees at this time until they can be verified. Hall to set up another meeting with the City of Moose Lake.

6. Superintendents Report: See written report as provided by Superintendent Keith Newman. Newman informed the Board that Quality Flow was out on August 18 to verify calibration of the controller at LS#1. Quality Flow also identified an issue with Station “E” (Golf Course) pumps needing stationary wear rings. The cost of the wear rings is around $550 plus install. Quality Flow will be ready to do the upgrades at Stations A&B soon as they are just waiting on a few items to come in to do the project.

 Ziegler’s was here to perform maintenance on the generator at Station 1. They provided a quote of $1187 to check on battery charger failure light at the generator but this does not include parts and repair if they should be required.

A home was discovered for sale at 4610 S Arrowhead Lane that is a foreclosure and scheduled for a sheriff sale in September. Hall informed the Board that this property has user fees that have been certified to the County. Hall contacted the county to see if she could add the unpaid user fees for this year onto the tax rolls but they indicated they cannot at this time as they would reflect tax year 2023 (which are certified in October/November). It was questioned if a lien could be put on the property. Hall stated the sheriff sale is scheduled for September 13, 2022 so it may be too late.

Keith followed up on a property on Sand Lake that had advertised rental units or cabins. The previous owner obtained a permit in 2010 to disconnect the cabins. Keith contacted the current owner and he confirmed they are renting two of the cabins. The property originally had 4 cabins and 1 home. Keith to verify if the other cabins are still disconnected and property owner will be billed accordingly.

Permit – none issued

Certificate of Compliance –#2022-007 Andrew and Simeona Nygren 4782 Hwy 61 (63.022.3640)

7. Treasurers Report: Treasurer Nielsen informed the Board that due to the meeting being early in the month he did not have a chance to review the financials and bank reconciliation but would do that before the next meeting. The balance sheet and profit and loss statement were provided for the Board. The balance in checking (as reported by the Executive Director) was $21,126.05 as of August 31, 2022. Claims submitted for payment today include check numbers 12474 thru 12490 as well as two EFT payments for a total amount of $26,317.83. Hall noted that the payments include the remaining retainage of the City of ML June treatment fee’s as well as July and August, but no overages are included at this time. Motion by Strandlie second by Gretsfeld to approve the treasurer’s report as well as the payment of the claims to include check numbers 12474 thru 12490 and the two EFT payments for a total amount of $26,317.83. Motion carried 5/0.

8. Old Business

 a. Flow Numbers – Average daily flows for the month of July were 78,853 and August were 71,982. It was noted that the flows are still reading extremely high between the flume meter and LS#1. Hall noted that the original bill submitted by the City contained an error for 8/7/2022. The reading was 1,030,000 for that date. Hall contacted the City letting them know an extra 0 must have been included and they are correcting that bill to reflect at 103,000. She concluded that the bills on for payment today reflect that error being corrected; however, the overage amounts would be off due to this as well and are pending correction.

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

9. New Business: None

10. Adjourn: Motion was made by Strandlie second by Gretsfeld to adjourn the meeting. The motion carried and the meeting adjourned at 6:50 p.m.

Minutes by Darla Hall, Executive Director