**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**April 19, 2023**

**@ MLWSSD Office**

1**.**  The regular meeting of the Moose Lake Windemere Sanitary Sewer District was called to order at 5:30 p.m. by Chairman Kuster. Members present included: Chairman Byron Kuster, Vice Chairman Clair Strandlie, Treasurer Eric Nielsen, and Bruce Lourey. Also in attendance were Executive Director Darla Hall and Superintendent Keith Newman. Henry Gretsfeld was absent from the meeting.

2. Approval of Agenda: Agenda was changed to discuss the Treasurers Report first and then Item A under the Directors Report as Treasurer Nielsen needed to leave the meeting early. Motion by Lourey second by Strandlie to accept the agenda reflecting those changes. Motion carried 4/0.

3. Guests: None Scheduled

7. Treasurers Report: Treasurer Nielsen reviewed the financial statement and profit and loss statement with the Board for the month of March. Nielsen had reviewed the bank reconciliations and statements and found the books to be in order. The balance in checking as of March 31, 2023, was $6,648.29. He noted that the profit and loss statement is for the month of March only but suggested perhaps the Board would rather see it from the beginning of the year to the current month as the billings are done quarterly. The Board indicated that the two reports the Treasurer gives each year on the financial status of the District are most helpful. Claims submitted today include three EFT payments for payroll tax as well as check numbers 12599 thru 12614 for a total amount of $12,035.51. It was noted that the City of Moose Lake has not submitted the treatment fee bills for the months of February or March. Motion was made by Strandlie second by Lourey to accept the Treasurers Report as presented and pay the claims in the amount of $12,035.51 which include three EFT payments and check numbers 12599 thru 12614. Motion carried 4/0.

5. Executive Directors Report:

A. Meeting with City of Moose Lake April 4, 2023 – Update: Chairman Kuster, Lourey and Director Hall met with the City of Moose Lake on April 4th to discuss the flow issues, etc. City Administrator Ellissa Owens and Public Works Superintendent Phil Entner attended on behalf of the City. Items discussed were the flows at Kenwood North and LS #1. The District informed the City that MRWA was on site to calculate the stations based on run times and manual calculations. Quality Flow was also out and looked at the station. The results found that if anything, the controllers were slightly over reporting. The City of Moose Lake informed the Committee that their section of the line on Kenwood North had been televised back in 2016 and there were two breaks and a couple items needing repair and they would be repairing those in the next few weeks.

Kuster explained to the City that Joe Janson, MRWA, will be back to look at the other lift stations for the District. Janson is planning on attending the May 17th meeting to provide a power point on items such as smoke testing and other services that MRWA offers. Kuster suggested that perhaps Joe or someone else from MRWA can help the District and the City work thru some of the issues they are having with the flow calculations and come up with a reasonable fair solution for both parties so that they can move forward. The City of Moose Lake was open to this suggestion as well as possibly doing smoke testing in the area. The City asked that the Board inform them of when MRWA would be coming to the meeting as they may attend as well.

The City of Moose Lake would like the District to start sending in sewer samples quarterly from the flows to have tested for strengths. It was suggested to pull samples from the Newberry manhole as this is where the District’s flows end. Phil indicated that this is something they are required to do by the MPCA, and they would like the District to start submitting a sample as well. The cost is roughly $250 per quarter and the City was open to conducting the sampling for the District and billing them for it. This is currently not a requirement in the contract with the City of Moose Lake, but the committee was open to complying with the request.

Other items discussed at the meeting included the 7 rolling month overage charge. City Administrator Owens commented that the City does not like the spreadsheet as there are too many chances for errors inputting the calculations. The City would like to move to having the overage amount be calculated monthly. The committee members questioned the City on this as what happens when the flows are under the 67,000-gallon allotment and if credit would be given then. The District currently has the 7 rolling month average in the agreement with the City to accommodate for those months that are under the flows. The District Board briefly discussed and were in agreeance that this was something they were not in favor of changing.

The committee reported that the City also discussed a new Significant User Agreement they are developing for each of the major contributors to the system. Owens indicated it is something their engineers are working on and that other entities use. It was questioned if this was an additional agreement to the current agreement in place between the District and the City. Owens informed the committee it would supersede and replace the agreement. The District discussed as a Board and were not in favor of ending the current agreement. The current agreement is in place until the debt service is paid off in 2035 and continues for ten years after that. Hall was directed to send an email to the City of Moose Lake indicated that the District was not in favor of getting out of the current agreement but indicate that some of the items such as the water sampling, etc. could perhaps be worked out as an addendum to the contract.

The rate increase that was sent at the beginning of the year to the District via email was also discussed at the meeting with the City of Moose Lake. The Committee informed the City they would need some justification for the increase to discuss as a Board. City Administrator Owens indicated she would be following up with justification for the increase and mentioned that it was based on something to do with a requirement with debt service and being required to have 105% in the account.

After informing the Board of the discussions from the April 4th meeting with the City of Moose Lake, the Board went on to discuss the flows in the Woodland Area. It was suggested perhaps a temporary meter or some sort of meter could be put in the manhole in the Newberry area to calculate the District flows. Superintendent Newman will check into with Kelly Yahnke or Joe Janson from MRWA to see if something could be done and what the cost would be.

Treasurer Nielsen left the meeting.

4. Approval of the Minutes:

 A. Regular Meeting Minutes March 15, 2023: There being no changes to the minutes a motion was made by Strandlie second by Lourey to approve the Regular Meeting Minutes of MLWSSD for March 15, 2023, as written. Motion carried 3/0.

5. Executive Directors Report Continued:

B. Ordinance/Policy Procedure Manual/Resolution #111-23: Director Hall spoke with Attorney Mia Thiboedeau and indicated the District would like Mia to work with the District for representation on legal matters. Attorney Thibodeau agreed to the arrangement. Resolution #111-23 was discussed and it was determined that rather than adopt this resolution, Hall and Attorney Thibodeau will be working on the language changes for the District Ordinance #1, #2 and the Policy and Procedure Manual. The changes to these documents will incorporate the items of connection fees for buildings with running water and eliminate the language of dwelling unit and will also reflect information on multiple living complexes. Hall will bring information forward for the District to review as the process gets underway.

C. Insurance Liability Coverage Waiver Form: d. Insurance Renewal – Waiver Form: Hall is in the process of completing the insurance renewal form. The board must take action on the liability coverage waiver form so that it can be submitted with the renewal. Motion was then made by Lourey second by Strandlie to not waive the monetary limits on municipal tort liability established by Minn. Stat. 466.04. Motion carried 3/0. Hall to submit proper paperwork with insurance renewal.

6. Superintendents Report: See written report as provided by Superintendent Keith Newman. Keith had several calls this month from individuals wanting to put in second connections and worked with those individuals informing of requirements and reviewing the locations to determine if they were able to connect.

District received a call from the customer at 98535 Pine Grove Lane (Carlson’s) regarding water coming up in the drain. Keith investigated and the District’s system was running smoothly. It appears the homeowners lateral lines iced up.

Superintendent Newman received a call from a customer regarding the point of sale ordinance and questioning if they could use televising that was done in July of 2021. Newman discussed with Director Hall and both agreed that new televising would need to be done since this is the point of sale and should require new video.

Keith reported that Manhole A-3 appeared to be struck by the snowplow and displaced the manhole cover assembly. The area was flagged and Keith had Tim Gobel out to make a repair for the time being. Keith contacted the Moose Lake Town Board to see if there was an overlay project planned for Sand Lake Road and nothing is planned for the near future. Keith will get in touch with Kiminski Paving to get an estimate on putting a blacktop apron in around that manhole as a long term fix.

Keith reported the flows are elevated throughout the system with the rapid snow melt as well as the rain which is causing flooding around the Moose Lake area.

Permits Issued - None

Certificate of Compliance – #2023-002 for Peter Engstrom at 4634 Kasper Road (63-080-0180) for point of sale. Issued April 15, 2023, and in effect until April 15, 2027, unless otherwise revoked.

8. Old Business:

A. Flow Numbers – Information unavailable

9. New Business: Board discussed Sand Lake Resort and the trailer that was placed in the easement and connected to the clean out pipe. Board directed Hall to send a letter notifying Sand Lake Resort that they are in violation of the ordinance as it is connected improperly to a clean out as well as located in the District easement. If reconnected somewhere else on the property Sand Lake Resort will need to get a permit to reconnect and have Keith inspect the connection. Board agreed to give them 60 days from May 1st to complete. At this time the District is unsure of when or if the project at Sand Lake will take place and would like to get the trailer moved out of the easement and properly connected.

10. Adjourn: There being no further business to discuss a motion was made by Strandlie second by Lourey to adjourn the meeting. The motion carried 3/0 and the meeting adjourned at 7:08 p.m.

Minutes by Darla Hall, Executive Director