**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**August 16, 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 Kuster, Vice Chairman Clair Strandlie, Treasurer Eric Nielsen, and Bruce Lourey. Also in attendance were Executive Director Darla Hall and Superintendent Keith Newman. Board Member Henry Gretsfeld was absent from the meeting.

2. Approval of Agenda: Items added to the agenda included flow number discussion on Kenwood North to Old Business. New Business additions were September Budget Meeting and Expiring Terms. Motion was then made by Strandlie second by Lourey to approve the agenda as amended. Motion carried 4/0.

3. Guests: None Scheduled.

4. Approval of the Minutes:

 A. Regular Meeting Minutes July 19, 2023: Board reviewed the minutes. Clarification was added to the 260 gallons per ERU unit discussion to clarify the rate is based on 2.6 persons per home at 100 gpd per person. Correction was made to the discussion regarding SLR’s capacity request in that the District informed Mark Lambert that the District will be asking for more capacity than what was estimated. This is based on the Districts calculation of 260 gallons per ERU and how many ERU’s they are requesting. Motion was then made by Nielsen second by Lourey to approve the July 19, 2023, regular meeting minutes of the MLWSSD as corrected. Motion carried 4/0.

5. Executive Directors Report:

 A. City of Moose Lake Meeting, Wednesday, August 23rd 5:30 p.m.: Director Hall informed the Board that the joint meeting with the City of Moose Lake will be held on Wednesday, August 23 at 5:30 p.m. in the City Council Chambers. An agenda from the City would be emailed as soon as it becomes available. Hall reported that an additional item to be discussed is the Kenwood North flow numbers. The readings at the controller have been recorded extremely low the last few months. Keith has had quality flow out to look over the meters and Chairman Kuster has been looking at the manual readings directly from the pump readings to compare with the controller information to determine if there is a difference. Hall reported the City of Moose Lake has not submitted the treatment bills for May, June or July based on the issue with the flow numbers. The same issue happened earlier in the year with the Kenwood readings, and it was agreed at that time to use pump run times. The issue with using the pump run times is that if the pump is stuck because of something clogging the pump, it will continue to run regardless if flow is present or not which would result in extremely high numbers. Hall offered the City the option to resolve the prior months readings by calculating the flow in the same manner that is done for their customers in the Woodlund area. (Number of customers x 240 gpd) but received no response from the City after leaving messages and sending an email. This item will be discussed at the meeting with the City of Moose Lake. Chairman Kuster will report more on his research into the Kenwood Lift Station later in the meeting.

 Rate Increase – 2024: City is asking for a rate increase effective January 1, 2024 which would bring the base rate from $2.39 per 1000 gallon to $2.67 per 1000 gallon. The City is also looking to increase the overage rate from $1.46 per 1000 gallon to $1.71 per 1000 gallon. In accordance with the District contract the overage rate cannot be increased. Hall reminded the Board that several years ago the City’s attorney drafted an amendment to our current contract allowing them to increase the overage rate to $1.53 per 1000 gallon. That amendment was never approved by the District as the agreement allowed for a yearly increase in the overage rate. In addition, the District asked the City to address their frozen water line policy in the same amendment to provide for some mechanism to address the clear water entering the system from the City customers. Nothing was ever resolved on either issue.

Chairman Kuster met with City Administrator, Ellissa Ownes, after the last meeting to discuss the rate increases, additional flow request and the issue with the broken pipe in Kenwood North, which the City of Moose Lake was going to repair. This pipe issue was identified several years ago as a result of the City’s televising. Kuster reported that the District would possibly be in favor of the rate increase but wanted to make sure that pipe was repaired. Kuster also questioned what the rate increase was based on, if it was inflation or some other basis since the District did not receive a copy of the rate study. Phil Entner was present and informed Kuster that the pipe in Kenwood was not broken but rather cracked in an area and reviewed the televising video with Kuster. Kuster discussed the overage rate increase with the City of Moose Lake as well and indicated that the District would possibly be in favor of that increase provided the District would be approved for additional capacity and estimated the needs to be additional 8,000 gallons per day. This would include the District as well as SLR project. Nothing further was resolved but these items will be discussed at the joint meeting.

 Additional Flow Request: Hall reported at the last meeting a motion was made by Strandlie second by Nielsen to ask the City of Moose Lake for an additional 8,000 gpd of capacity. Since that meeting Hall has had several requests for connections. Some are just inquiring prior to land purchase and others are ready to connect. Hall also went thru the special assessments that were paid originally when the system was installed and compared it to the billing of those actually connected. A listing was provided to the District. In light of the new information, Strandlie made a motion to rescind the previous motion for the 8,000 gpd flow request and increase it to 10,000 gpd, Nielsen seconded the motion. Motion carried 4/0. Hall to prepare a formal letter to be submitted to the City of Moose Lake indicating the request. The increase in the request is based on the increase in pending requests to connect.

 Temporary Meter: Hall received a cost estimate from Kelly Yahnke for installing a temporary meter for both Kenwood North and in the Southtown/Woodland area. Two weeks of monitoring would be approximately $5,090 and seven additional days would be $2,190. Board discussed Kenwood North and are hoping to come to a resolution with the City next week. With respect to the Southtown area, the Board directed Hall to obtain an estimate from the engineer to see what the cost would be to install a flow metering device at the Newberry manhole location as this would be where the District’s customers end, and the City of Moose Lakes begins. Keith will look into if its possible to conduct a straight line to the Newberry site. This would eliminate having to deal with some of the pending issues with the City of Moose Lake concerning the accuracy of the flow meter, frozen water lines contributing clear water to the system, etc. Since the District paid for and installed the original flume meter at the City’s request and installed where the City requested, the District will possibly propose having the City split the cost of installing a meter at the proper location to resolve the issues. This item will be discussed with the City of Moose Lake at the meeting next week.

 B. Connection – New Requests: See discussion under additional flow request above.

6. Superintendents Report: See written report as provided by Superintendent Keith Newman. Keith checked on a possible connection of a four plex located on the north side of the Riverside Metals. It appears they would need to acquire an easement from the property owner between the sewer main and proposed development site. The main is located through the woods low land and a creek bed at this point. Purchaser would need to have a contractor or engineer determine if its even a possible connection.

Keith was contacted regarding a parcel check on three parcels located on Olson Drive. The new owner of the parcels wants to build sometime in the near future. Keith met with the contractor on site to show location of both sewer mains, manholes and the neighbor’s lateral line.

Riverside Metals parcel 63-022-3849 requested information on connection to the sewer line. They currently have a septic system that needs to be replaced. The main is way out of reach for this parcel. Another parcel, on Mirror Way (63-205-0220), was recently purchased from the Dee’s. The main is two parcels away so would be unable to connect without an extension of the main.

Keith met with Paula Engstrom on Parkview Drive who is removing a bunkhouse/storage building and replacing with a garage. The manhole elevation may be a concern being a bit low. Paula was advised to discuss it with her contractor, and it will be addressed at that time. Board member Lourey indicated that it would be the homeowner’s responsibility if it would need to be raised.

Superintendent Newman received a call from an individual who wants to connect a “destination” trailer on his property. Keith is looking into what category they fall into. If it is an RV then it would most likely not be able to connect but if is in the “park model” category it could possibly be connected but proper foundation requirements would need to apply. Keith looking into further.

Keith has been busy with sump pump inspections in the Kasper Addition area. He is about ¾ complete and has only had one sump pump found so far as ground water is not an issue in this area. This project should finish up in the next few days. Joe Janson, MRWA, is scheduled for August 22nd for smoke testing in the Kasper Addition area along with station calibrations. A letter has been sent to homeowners to advise them of the activity taking place.

Quality Flow is schedule to go through Kenwood Lift top to bottom in an attempt to find the reasoning behind the sporadic readings.

A. Easement Clearing: Tabled until the fall of 2023.

Permits Issued – No permits issued this month.

Certificate of Compliance – No Certificates of Compliance issued this month.

7. Treasurers Report: Treasurer Nielsen reviewed the balance sheet and profit and loss statement with the Board for the month ended July 31, 2023. Nielsen had reviewed the reports, bank statements and reconciliation and found the books to be in order. Balance in checking on July 31, 2023, was $1,038.13. Claims submitted today include two EFT payments for payroll as well as check numbers 12662 thru 12676 for a total amount of $33,426.44. It was noted that the City of Moose Lake treatment fees are not included in the claims. Quality Flow did upgrades on several lift stations and the installation of new lighting systems, which was done in accordance with their quote.

 A. Mid-Year Financial Review: Treasurer Nielsen reviewed the mid-year financials comparing June 2023 to June 2022 with the budget variance. It was noted that revenues were up approximately $10,000 which is largely due to the CD interest. Expenses were compared to this time last year. Administrative fees were up compared to 2022 with the purchase of the new computer and programs. Treatment fees were down due to bills not submitted by the City of Moose Lake. Overall, the statement of fund balances shows an increase from June 2022 to June 2023. Treasurer Nielsen will look into investing in perhaps another CD sometime later in the year or early next year pending balances and interest rates.

Motion was then made by Strandlie second by Lourey to approve the Treasurers Report as presented as well as the claims to include two EFT payments for payroll and check numbers 12662 thru 12676 for a total amount of $33,426.44. Motion carried 4/0.

8. Old Business:

A. Flow Numbers – May and June and July 2023 – None to report. Chairman Kuster provided the Board with graphs he prepared based on pump numbers (manual readings of the “odometer”) compared to the controller readings. As reported by Superintendent Newman, Quality Flow will be on site soon to completely go thru Kenwood Lift to determine why there are sporadic reporting’s.

 B. Proposed Changes Ordinance/PPM/By Laws: Tabled until further review by Committee

9. New Business:

 A. Budget Meeting September 2023: Board will hold their annual budget meeting on September 20, 2023, at 5:00 p.m. with the regular meeting immediately following the closing of the budget meeting. Hall to post and publish notice.

 B. Expiring Terms: Terms expiring on January 1, 2024, are Bruce Lourey, Moose Lake Township and Henry Gretsfeld, Windemere Township. Hall discussed the term expiration with Gretsfeld prior to this evening’s meeting and he is willing to serve another term. Lourey expressed interest in serving another term. Hall to send a letter to the township so that they can appoint members prior to the year end.

10. Adjourn: Motion was made by Strandlie second by Lourey to adjourn the meeting, the motion carried 4/0 and the meeting adjourned at 7:55 p.m.

Minutes by Darla Hall, Executive Director