**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**January 18, 2023**

**@ MLWSSD Office**

1**.**  The regular meeting of the Moose Lake Windemere Sanitary Sewer District was called to order at 5:10 p.m immediately following the closing of the Organizational Meeting. Chairman Kuster called the meeting to order. Members present included: Chairman Kuster, Vice Chairman Strandlie, Treasurer Eric Nielsen, Bruce Lourey and Henry Gretsfeld. Also in attendance were Executive Director Darla Hall and Superintendent Keith Newman.

2. Approval of Agenda: Item a. Portable Generator was added to Superintendent Report. Item c. Ken Gerard Connection Fee was added to Old Business. Motion was made by Nielsen second by Strandlie to approve the agenda as amended. Motion carried 5/0.

3. Guests: - None scheduled.

4. Approval of the Minutes:

a. Regular Meeting Minutes December 21, 2022: Motion was made by Lourey second by Strandlie to approve the December 21, 2022 Regular Meeting Minutes of the MLWSSD as written. Motion carried 5/0.

5. Executive Directors Report:

a. Office Computer – Laptop, Internet and Phone Service Provider: Director Hall informed the Board that the office computer needed more memory and a few parts. The total cost to repair was $156 and is included with today’s claims. In 2021 the Board motioned for Hall to get a laptop for working from home at a not to exceed amount of $2,500. At that time it was discussed to have the desk top computer stay at the office and information from the lap tap would be transferred. The office desk top computer was purchase in 2014, the repairs made have allowed for her to complete the necessary work and will allow for transferring of data to the new computer but Hall suggested going with just a laptop to be used between the two locations. The data would then be backed up to the cloud in the event something were to happen to the lap top. Board discussed the $2,500 limit and decided that it may not be enough as lap tops have gone up since and that additional work that may be required to get everything set up. Other pending office issues include Mediacom is no longer going to allow the Dental Office to supply internet to the rental units and TDS, the phone service provider, has sent a letter indicating the District needs to find a new phone service by the end of March.

Director Hall would like to use the services of 218 Tek LLC an IT consulting company for help in purchasing a laptop, setting up the system, help with finding a new internet provider, getting a new email set up, transferring emails, and setting up the cloud service, etc. Keith informed the Board that Bobby Doman owns the company and has done work at the hospital. Doman is anticipating the project to take about three to five hours to complete and charges by the hour at $140 per hour. 218 Tek would purchase the computer, docking stations etc. with the District reimbursing. Internet service providers were discussed and it was suggested to check with Century Link as well as Mediacom on service. Board discussed the need to possibly go with a Gmail account for emails as the current email address will be eliminated when the service ends with Mediacom. The office phone does not receive many calls, most are hang-ups and Hall’s cell number is on the answering machine as well as the website with most people contacting her that way.

Motion was made by Nielsen second by Lourey to rescind the motion of April 21, 2021 setting the limit for the lap top purchase of $2,500 and to allow Hall to work with 218 Tek LLC on purchasing the computer and necessary equipment for the office set up of the internet, computer, phone line, etc to get the job complete. Motion carried 5/0. Board indicated if Hall is willing to use her cell phone for District business rather than going with a different phone carrier they would be willing to reimburse for use. It was noted that the current phone company with the District runs between $80 and $90 a month.

Board also discussed sending out a letter with the next billing informing the customers of the changes to the email, phone line, etc. so they are aware of contact information. 218 Tek also checked into the website and suggested some items that need to be corrected as the website comes up “unsecure”. He will be reaching out to Josh Hall our website person to discuss. Updates for the website have been sent to Josh and will be posted in the near future (minutes, 2023 permit, rates, Board members terms, etc).

b. City of Moose Lake Outstanding Overage Charges: Hall reported that no further action has happened with the City of Moose Lake as District is waiting for Quality Flow to check into the Stations as well as MRWA to come and do a manual pump calculation of flows. Hall did note that the bill for November which is on the claims does include the overage fee for November. December treatment bill has not been received.

c. Resolution Connection Fee #111-23: Board reviewed the red lined Resolution as prepared by Director Hall. Gretsfeld commented that he did not feel comfortable with the language stating “running water”. Lourey stated that if the building has running water it would need to be connected to the sewer system. Board discussed people with hydrants for washing cars etc in their garages and whether they would be required to connect. Lourey commented that if they are washing cars in the building they would have to have a drain which would be required to be connected to the municipal sewer. An outside hydrant would be different story. After much discussion it was decided to have the language stating “running water in the building” and to add “buildings on” newly divided parcels. Hall to make the corrections and bring back to the Board at the next meeting. Hall noted that the attorney originally wrote the language for the Resolution and perhaps they should review the changes before the Board considers passing.

d. Engagement Letter for 2022 Audit – Wipfli: Wipfli will be picking up the 2022 Audit materials early next week and are hoping to have it complete by the end of February. Hall noted the engagement letter for the 2022 audit came in at $9,240 this year. Last year it was $8,400. The engagement letter includes a new section which has a separate charge due to new regulations. If 2023 price continues to increase the Board may have to look at obtaining quotes from other auditing firms.

6. Superintendents Report: See written report as provided by Superintendent Keith Newman. Newman contacted MRWA and discussed having Joe Janson come for calibrations of Lift Station #1 and Kenwood. Keith will get scheduled when weather permits.

Keith discussed a connection for Ryan Clark at 33896 Chestnut Circle. He is building a structure on the parcel across the street. The project will require excavating within the roadway so Ryan will need to work with Windermere Township before a permit can be issued. Bonding for road right of way may also be required from contractor doing the work.

Keith got a call from a customer on Sunny Beach Road Station”I” as it was buzzing and red light was on. The station was in alarm and Keith was unable to reset so he thawed and disassembled the collection well cover and found the float assembly was ok but the motor humming. Quality Flow came out to find the pump clogged. Board discussed the lift station on Sunny Beach Road that only services one home and the possibility of getting the homeowner to install in their home. A private lift station was relocated in the home of Dean Paulson years ago and some sort of agreement was made between the District and Paulson to have the project completed. Hall to check the minutes and files to see if she can find any information on how that was handled.

Quality Flow checked the controllers and operating components at Station 1 and Kenwood. Station 1 checked out and all parameters were verified. Kenwood, they feel are correct readings. They updated the software in the PLC (computer) part of the controller, verified all parameters, and replaced the relays in case they had been sticking. They also watched for possible sticking check valves; these were new with the station remodel. Newman informed the Board that the hour meter data along with the controller data was sent in and Quality Flow will compare it to see how it relates. The current in-flow at the station was 1 GPM or less and the controller only reads down to one GPM. Keith noted spring flows will be different.

a. Portable Generator: Quality Flow is putting together a quote for a portable generator. They have all the specifications needed to size one out as well as the correct connectors for our panels. Another option would be to rent one, but it might be an issue retrieving in a case such as the blizzard. Keith will check into rental options as well. Board discussed back feeding of generator. It was noted they liked the idea as long as it could be done safely and legally. Since this was the first storm where one was needed it was questioned if it was really necessary and also where the generator would be stored. Keith will get the quote and the rental option pricing and bring back to the Board for more discussion.

Keith discussed a parcel on Sunny Beach Road. An individual is building a home. A service pipe was located on the property but it was capped. Board indicated that if the property was not originally assessed, then a connection fee would apply.

Permits Issued - None

Certificate of Compliance – None

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss and financial statements for the month of December. Nielsen had been in to review the bank reconciliation and statements and found the books to be in order. The balance in checking as of December 31, 2022 was $28,795.02. Today’s claims include three EFT payments for payroll tax a well a check numbers 12542 thru 12559 for a total amount of $18,577.89. Hall reported that today’s claims include the two interest Debt Service payments to the City of Moose Lake which are due in February. As discussed at the last meeting, the CD’s were moved to FNB and reinvested. An updated investment worksheet was provided showing the new CD’s listed with their interest rates and terms. Treasurer Nielsen informed the Board that he would be bringing an annual summary of expense for 2022 next month for review. Motion was made by Strandline second by Lourey to approve the Treasurers Report as presented as well as paying of the bills to include the three EFT payments and check numbers 12542 thru 12559 for a total amount of $18,577.89. Motion carried 5/0.

8. Old Business

a. Flow Numbers – November flows were 64,395.

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

c. Ken Gerard Connection Fee: Chairman Kuster discussed the letter that was recently sent to Ken Gerard regarding the requirement to pay a connection fee on his second building. Lourey commented he was abstaining from the discussion. The District has Resolution #106 in place which clearly states the requirement of a connection fee for the garage/studio apartment he is building. This Resolution was put in place in 2014. Kuster explained that he felt since Ken Gerard was advised by himself, Keith Newman and Director Hall that he was not required to pay a connection fee, perhaps the District should look at reducing the fee to 50%. The advice given by the three individuals was based on the previous policy of the District. Motion was then made by Nielsen second by Strandlie to reduce the connection fee by 50% ($3,047.50) contingent upon favorable approval by the Attorney from a legal standpoint. The decision to adjust the connection fee is based on the fact that Gerard conducted his due diligents prior to starting the project and the fact that three people from the MLWSSD gave the same information stating that no fee would be required. Motion carried 3/0 with Nielsen, Strandlie and Kuster in favor and Lourey and Gretsfeld abstaining from the vote.

9. New Business: None

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

Minutes by Darla Hall, Executive Director