**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**June 21, 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 Vice Chairman Strandlie. Members present included: Vice Chairman Clair Strandlie, Treasurer Eric Nielsen, Henry Gretsfeld and Bruce Lourey. Also in attendance were Executive Director Darla Hall and Superintendent Keith Newman, and Mark Lambert, Sand Lake Resort. Chairman Byron Kuster was absent from the meeting.

2. Approval of Agenda: Hall reported that Mark Lambert was present and asked to be put on the agenda to provide and update on SLR as well as discuss the letter he received regarding the trailer in the easement. Lambert will be added under guests. Motion was then made by Nielsen second by Lourey to approve the agenda as amended. Motion carried 4/0.

3. Guests: Mark Lambert, Sand Lake Resort: Mark Lambert provided the Board with an update on the settlement SLR has reached with the DNR. Lambert informed the Board that the Minnesota DNR’s objections have been resolved and the project is now fully permitted and approved for 40 units. Lambert supplied the Board with a letter dated June 20, 2023 formally requesting 15 additional ERU’s and asked that the District submit a request to the City of Moose Lake for his request. Hall stated the contract with the City of Moose Lake only allows the District to request additional treatment capacity once per year. Lourey commented that the District needs to ask for additional capacity as well but at this time we are unsure of how much additional capacity is needed due to the flow issue between our LS#1 and the flow meter. It was explained that the District is having MRWA do smoke testing and sump pump inspections to determine if there is an I&I issue in that area or if the issue is with the flow meter itself. This problem makes it difficult to determine how much additional capacity the District may need. At this time the District is paying overages due to excess flow. Lambert would like the District to request the capacity now so that his project gets in line for any additional flow that may be available. Lambert will have his engineers update the flow chart calculations and how much additional capacity will be needed for the project and submit to the District. Board discussed the fact that Chairman Kuster was absent from the meeting but could possibly be available by phone for discussion on the capacity issue and didn’t feel comfortable moving forward until he had a chance to review the information and calculations.

Motion was then made by Nielsen second by Lourey to request additional capacity from the City of Moose Lake for the Sand Lake Resort Project and also additional flow for the District based on calculations and discussion with Chairman Kuster to determine the amount of capacity needed. Motion carried 3/0 with Gretsfeld abstaining from the vote. Director Hall to forward the information supplied by Sand Lake Resorts engineers as well as flow data from the District onto Kuster for his review and consideration.

Trailer in Easement: Mark Lambert presented the Board with a letter dated June 20, 2023 regarding the RV Unit #15 – Acorn Site. Lambert stated the original easement language for the resort property does not indicate that the District can prevent him from putting anything on the easement and does not address surface use. Lambert stated he is paying an additional user fee for the unit that is parked there and questioned why the 25 units were approved back in September 2022. The Board stated upon review of the property when the relocation of the easement was being conducted it was identified that the trailer was parked in the easement and connected improperly to a clean out pipe. A permit was not obtained when the trailer was put in. Keith noted that generally Sand Lake Resort obtains a yearly permit from the District and contacts him when work is done to ensure its done properly but that didn’t happen in this case. In addition, the District Ordinance states that the District has a right to keep the easement clear. Lambert disagreed regarding his easement rights but provided a map of another area at the resort where the trailer could be relocated. After much discussion it was decided that Keith would meet with Lambert out on the site later in the week to review the location where he is proposing to move the trailer.

4. Approval of the Minutes:

 A. Regular Meeting Minutes May 17, 2023: There being no changes to the minutes a motion was made by Nielsen second by Lourey to approve the MLWSSD Regular Meeting Minutes of May 17, 2023 as written. Motion carried 4/0.

5. Executive Directors Report:

 A. Sand Lake Resort – Trailer in Easement – See discussion above. Superintendent Newman will be meeting with Mark Lambert at SLR to review the location where he is proposing to move the trailer later this week.

 B. City of Moose Lake Rate Increase – 2024: Director Hall reported that an email was sent to the City of Moose Lake on May 23 indicating the District was not opposed to an increase but wanted more information to justify the rate and requested a copy of the rate study, the actual OM&R costs for the jointly used facilities, a copy of one billing cycle for both state facilities showing the gallons of flow and the per 1000 gallon rate, and the total wastewater flow sent to the ponds for the 2022 by each of the three major contributors. Additional emails were sent June 14th and again on June 20th following up on the request. Nothing has been received to date. Hall was directed by the Board to send a formal letter indicating the District will not take formal action on the rate increase until they receive the requested information and have had a chance to review and determine the justification of the increase.

6. Superintendents Report: See written report as provided by Superintendent Keith Newman. Superintendent Newman informed the board he met with Tim Gobel at the Jim Lund property. The District changed the direction of his lateral line years ago due to work being done for the District and the ground had settled greatly and needs fill and shaping. Tim Gobel was working in the area so Keith worked with him on getting the repair completed.

Keith spoke with Camilla Cagle on Sunset Lane regarding the point of sale ordinance and requirements. Camilla son is purchasing the home on a contract for deed. It was questioned if a contract for deed would be required to complete the certificate of compliance since the property owner still retains the title to the property. Hall to check into the POS Ordinance and with the attorney to verify if it would be required.

Superintendent Newman discussed the need for opening up the easements in the wooded areas. It was done years ago but has grown up since. He questioned if it should be surveyed to stay within the easement. Areas discussed were up thru Oak Drive at end of road and Birchview area behind homes. Board discussed if quotes would be required. Hall to check into requirements and get back to Keith.

Permits Issued –

#2022-006 Cody Peterson 4889 Birchview Drive (63.240.0040) connection

#2023-001 Mark Opdahl 4865 Lazy Pines Road (63.205.0542) - disconnect/connection

#2023-002 Cara Springer 4841 Oak Drive (63.022-3591) -repair

Certificate of Compliance –

#2023-003 – Cara Springer 4841 Oak Drive (63.022.3591). Title company was notified to release escrow funds and pay contractor.

#2023-004 Mark C Johnson 4765 Coffee Lake Road (63.022.3585)

7. Treasurers Report: Treasurer Nielsen reviewed the balance sheet and profit and loss statement with the District for the month of May. Nielsen had reviewed the bank statements and reconciliation and found the books to be in order. Balance in checking on May 31, 2023 was $9,203.29. Claims submitted today include check numbers 12632 thru 12646 as well as three EFT payments for payroll tax and the QuickBooks upgrade for a total amount of $11,087.16. It was noted that the City of Moose Lake did not submit the treatment fee bill for the month of May. Nielsen stated that the savings balance is increasing and he will look into investing in another CD by the end of the year. Motion was made by Gretsfeld second by Lourey to approve the treasurers report and payment of the claims to include check numbers 12632 thru 12646 as well as the three EFT payments for a total amount of $11,087.16. Motion carried 4/0.

8. Old Business:

A. Flow Numbers – May 2023 – None to report.

 B. Proposed Changes Ordinance/PPM/By Laws: Director Hall reported that she spoke with Attorney Mia Thibodeau last week and the proposed changes are almost finished. She will continue to work with Mia and send the suggested revisions to Treasurer Nielsen for his review before bringing back to the Board.

 C. Smoke Testing and Sump Pump Inspections – Kasper Addition: Hall emailed Joe Janson, MRWA, to see if the smoke testing could be moved up to a sooner date since it has been extremely dry. She also included the City Administrator and Public Works Superintendent in on the email so that the project can be coordinated between the two entities. She did not receive a response before the meeting. Once we have an estimated date of when the smoke testing will be conducted, Hall will send notices out to homeowners to let them know about the smoke testing and sump pump inspections. Hall to work with Superintendent Newman on the letter language.

9. New Business: None to discuss

10. Adjourn: Motion by Gretsfeld second by Lourey to adjourn the meeting, the motion carried 4/0 and the meeting adjourned at 6:47 p.m.

Minutes by Darla Hall, Executive Director