**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**March 15, 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 Strandlie, Treasurer Eric Nielsen, Bruce Lourey and Henry Gretsfeld. Also in attendance were Executive Director Darla Hall and Superintendent Keith Newman. Chairman Kuster was absent from the meeting.

2. Approval of Agenda: Motion was made by Gretsfeld second by Lourey to approve the agenda as written. Motion carried 4/0.

3. Guests: Zak Sharp, Wipfli – 2022 Audited Financial Statements: Zak Sharp reviewed the audited financial statements for the year ended 2022. Sharp reported that the financial statements present fairly, in all material respects, the respective financial position of the District. The year end change in net position was $47,471. The change in net position was $49,784 less than in 2021. Sharp reported the most significant changes were due to an increase in sewer operating expenses of $29,589 due mostly to an increase in overage and sewer disposal treatment fees paid to the City of Moose Lake and also due to a decrease in the tax levy of $30,000 from 2021 to 2022. Motion was made by Nielsen second by Lourey to approve the 2022 Audited Financial Statement as presented by Wipfli. Motion carried 4/0.

4. Approval of the Minutes:

 A. Regular Meeting Minutes February 15, 2023: Motion was made by Lourey second by Gretsfeld to approve the Regular MLWSSD Meeting Minutes of the February 15, 2023 as written. Motion carried 4/0.

5. Executive Directors Report:

A. Resolution Connection Fee #111-23: Hall reported that she had received an email from Attorney Matt Hanka with revised language for the connection fee resolution however the language and definition on dwelling units was changed and included in the document. She spoke with Hanka directly regarding the District’s position on eliminating the language. Hanka indicated that by adopting the resolution without the dwelling language it would conflict with the policy/ordinance language. Hall informed the attorney that the District will be changing all of the documents to coincide with the language of the Resolution. Hanka was going to talk it over with Attorney Mia Thibodeau and report back. Hall will be sending an email to Mia to discuss the attorney representation for the future.

B. Escrow Agreement – Cara Springer Property: Director Hall reported that a property has sold in the District that was unable to come into compliance prior to the sale. Since this was the first closing to take place needing an escrow agreement Hall had the attorney’s draft an escrow agreement that was used for this closing and will be used for any additional in the future. Superintendent Newman prepared and issued a Correction Notice and the property owner obtained two estimates. The title company went with the higher estimate of $8,300. The escrow agreement requires 125% to be escrowed so the amount held by the title company is $10,375. The property owner has 90 days to complete, and the remaining escrow funds will be released by the title company once the Certificate of Compliance is issued by the District. Newman reported the issue appears to be a root mass in the lateral pipe.

6. Superintendents Report: See written report as provided by Superintendent Keith Newman. Keith reported that Quality Flow was on site to install the new controller and power available indicator lamps at stations. Keith had them swap out the Kenwood controller with a new one and install the old one at a different station. Quality Flow is still looking into the data at Station 1 and Kenwood to determine if there are any issues with the PLC/controller or other components.

Newman and Chairman Kuster met with Joe Janson from MRWA on site February 21, 2023 to perform manual calibrations at lift stations 1 and Kenwood. Janson found everything looked great and seemed to be recording properly. The manual readings were actually a bit lower than what was being reported on the controllers. Janson also calibrated lift station D. Keith set up a tentative date of May 17th for Janson to return to calibrate all of the stations as well as do a presentation for the District meeting on what MRWA can provide for the District as far as services they have to offer such as smoke testing and such. It was suggested that perhaps representation from the City may want to attend as well. Hall noted that this could be discussed at the upcoming meeting with the City of Moose Lake in April.

Permits Issued - None

Certificate of Compliance –Correction Notice issued to Cara Springer at 4841 Oak Drive (63.022.3591) for a root intrusion in lateral line. They have 90 days to complete the repair.

7. Treasurers Report: Treasurer Nielsen reviewed the financial statements and profit and loss statements with the District for the month. Nielsen had reviewed the bank reconciliations and statements and found the books to be in order. The balance in checking as of February 28, 2023 was $25,119.76. Claims submitted for today include two EFT payments for payroll taxes as well as check numbers 12579 thru 12598 for a total amount of $21,635.34. Hall reported that the claims do not include treatment fees for the month of February as she has not received the invoice. Hall reported that the Century Link bill includes the set up fee for the internet as well as $200 for purchasing the modem. Motion was made by Gretsfeld second by Lourey to approve the Treasurers Report and paying of the bills to include two EFT payments as well as check numbers 12579 thru 12598 for a total amount of $21,635.34. Motion carried 4/0.

8. Old Business:

A. Flow Numbers – Tabled. No flow to report as flows not reported from City of Moose Lake.

B. Ordinance/Policy Procedure Manual/By Laws: Tabled until further action with adoption of Resolution.

C. City of Moose Lake – Update on Overage/Meeting: Hall reported that no further action has taken place with the City of Moose Lake however a meeting is scheduled for the committee to meet with the City on April 4, 2023.

D. Township Annual Meeting Update: Vice Chairman Strandlie and Lourey attended their respective Township’s Annual Meetings and provided a report on behalf of the District. There were no concerns with the District.

9. New Business: None to Discuss

10. Adjourn: Motion was made by Gretsfeld second by Nielsen to adjourn the meeting. The motion carried 4/0 and the meeting adjourned at 6:30 p.m.

Minutes by Darla Hall, Executive Director