**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**November 15, 2023**

**@ MLWSSD Office**

1**.**  The regular meeting of the Moose Lake Windemere Sanitary Sewer District was called to order at 5:31 p.m. by Chairman Kuster. Members present included: Chairman Kuster, Vice Chairman Clair Strandlie, and Bruce Lourey. Also in attendance were Executive Director Darla Hall, Superintendent Keith Newman and Erin Lambert, Attorney for Sand Lake Resort. Member Henry Gretsfeld was absent from the meeting. Treasurer Eric Nielsen arrived later in meeting.

2. Approval of Agenda: Motion by Lourey second by Strandlie to approve the agenda as written. Motion carried 3/0.

3. Guests: None Scheduled.

4. Approval of the Minutes:

A. Regular Meeting Minutes October 18, 2023, and Special Meeting Minutes November 8, 2023: Motion was made by Strandlie second by Lourey to approve the Regular Meeting Minutes of October 18, 2023, and the Special Meeting Minutes of November 8, 2023, as written. Motion carried 3/0.

Superintendent Newman discussed the November 8th minutes regarding the smoke testing that was done in the Kenwood area. He noted that Joe Janson discussed the sewer line that is located in a swamp area not being able to be penetrated through standing water. Keith stated that the swamp area was dry when the smoke testing was done in that area.

5. Executive Directors Report:

A. Update on Board Members Appointments – Windemere and Moose Lake Township: Hall reported that Lourey has been appointed to another four-year term by Moose Lake Township. She indicated she has not received the final paperwork for Windemere Township but it is her understanding that Paula Engstrom has been appointed to a four-year term to begin January 1, 2024. Due to Gretsfeld’s health concerns he chose not to seek reappointment at this time. Treasurer Nielsen joined the meeting.

B. Discuss outcome of Special Meeting – Future Steps: Board reviewed what was discussed at the November 8th, 2023, meeting. The following steps will be taken over the next few months:

* Keith will get a quote from Visu-Sewer for televising the lines between Lift Station #1 and the flow meter. Quote will indicate the District costs and the City costs for their respective portion of the system. This is based on the recommendation of MRWA in finding what is causing significant flows between the two stations. Information will be passed onto the City for approval.

* With new District Board member coming on after the first of year, District will have Septic Check and Advanced Utilities Solutions attend upcoming meetings after the first of the year to provide information on their services and more information on mechanical system.
* Hall to contact Kelly Yahnke, Bolton & Menk to get more information on his thoughts of mechanical system and how it might work for the District as well as his insight on the two companies suggested by MRWA.
* Chairman Kuster provided maps of possible locations where a mechanical system might work allowing for a discharge point. Hall to keep on file for future discussions.

Kenwood North – Joe Janson, MRWA, had suggested possibly installing an N impeller to Kenwood Station for dealing with the wipes issue. Superintendent Newman did check into this option with Quality Flow, but these types of impellers will not work on the pumps at that location. Keith noted that the pumps at Kenwood are fairly new pumps. Hall to send another letter to residents reminding them about the wipe issue and the damage it causes to the system.

C. Letter City of Moose Lake Rate Increase/Overage – Response: Board discussed the letter that was submitted by City Administrator Ellissa Owens October 23, 2023, and the City’s suggestion on dealing with the overage rate and frozen water line policy. It was noted that the City did not address the District’s request to be billed at 240 gallons per day for District customers. Hall provided a sample water line policy that MRWA had on their website indicating that a pencil size stream of tap water running for 30 days amounts to approximately 10,800 gallons.

Language from the City’s frozen water line policy was also read, and it was noted that the City suggests if homeowners are concerned about their lines freezing, they should run a pencil size amount of tap water. However, only those that are contacted by the City and requested to run tap water to protect the city’s water and sewer system, will pay their average water/sewer bill until the time when the City asks them to stop running water. Board directed Hall to send a letter to the City with the following:

* September 2023 invoice will be the last overage the District will pay until the City finds an acceptable resolution.
* Provide the information from MRWA on the estimated gallons a pencil stream generates.

City’s policy has been in place since 2016. Since the policy can be done voluntarily without knowledge, the District is seeking an adjustment for all 22 homes for the period of December 1, thru March 31 going back to 2016 when the policy went into effect. If adjustment is to be based on average water and sewer bill it should be based on water useage in October or November as summer water useage would be higher.

* City did not address the District’s recommendation for 240gpd per home for District customers and the District would like a response.

D. Update on Delinquent User Fees and amounts Certified: Director Hall reported the final amounts certified to the respective counties for delinquent user fees as Carlton County $8,634.91 and Pine County $6,608.89.

E. Engagement Letter for 2023 Audit – Wipfli: District received the engagement letter from Wipfli for the 2023 audit with the price being $9,700. The 2022 audit was $9,240. Motion was made by Nielsen second by Strandlie to sign and enter into the engagement for the 2023 Audit with Wipfli for the amount of $9,700. Motion carried 4/0.

6. Superintendents Report: See written report as provided by Superintendent Keith Newman. Keith got a return call from Joe Vavra concerning the smoke testing and smoke coming from his drains. He was advised to put water in his drains every month or so to prevent sewer gas from entering the home.

The manual and controller reading spreadsheet from Kenwood North was sent onto Quality Flow in mid-October. Keith has been working with QF in an attempt to find the discrepancy in readings between controller and hour meters. They have checked all parameters, traced wiring and checked and reset the transducer. Quality Flow is running the information by another person that was not available at the time and will get back to Keith. Quality Flow was here on November 10th to unclog the pump at Kenwood again.

Hall questioned how to handle the flows for Kenwood North for future billings with the City of Moose Lake until the issue is resolved. Chairman Kuster indicated that the average run time between the two pumps should be .6 hours. If the readings are coming in with high run times, it was suggested to take the number before or after that are normal and use the bigger number of the two.

A. Easement Clearing: Keith met with a couple of landowners about clearing the District easements through their property. So far, no surveying has been required by landowners and positive feedback. Keith has an appointment with Lund Land Management later this week to look over the areas to be cleared.

B. Kenwood North – Smoke Testing Follow Up Repairs Homeowners: All issues have been taken care of with respect to findings during smoke testing except for the Westmoreland property. Hall to send another letter to the homeowner advising of the need for correction.

Permits Issued – None issued.

Certificate of Compliance –

#2023-007 – Marilyn Ramberg (33.5201.000) 94721 West Sunny Beach Road – point of sale

#2023-008- Dale Hagfors (63.022.3780) 4825 South Riverside Drive – point of sale

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss and balance sheet with the District for the month ended October 31, 2023. It was noted that Nielsen had reviewed the bank statements and reconciliation and found the books to be in order. Balance in checking as of October 31, 2023, was $43,841.20. Claims submitted today include check numbers 12713 thru 12728 as well as two EFT payments for payroll taxes for a total amount of $20,973.15. Claims include the treatment fees and overages for the month of September. The October invoice has not been submitted. Treasurer Nielsen questioned the legal bill. Hall stated the bill was for three months going back to May for the work done on updating the policies and recommended changes as advised by the attorney. Hall stated that she needs to finish up reviewing the changes and get them back to the attorney before a draft would be presented and noted that more legal fees would be coming once that process is complete.

Motion was made by Strandlie second by Lourey to accept the Treasurers Report as presented and pay the claims submitted today in the amount of $20,973.15 which include check numbers 12713 thru 12728 as well as the two EFT payments for payroll. Motion carried 4/0.

8. Old Business:

A. Flow Numbers – September 2023: Average daily flows for September 74,917 gpd. This is based on 240 gpd per customer in Kenwood North area.

B. Proposed Changes Ordinance/PPM/By Laws – Update: Tabled

9. New Business: Erin Lambert, Attorney for Sand Lake Resort, questioned if the District had any more information regarding capacity that may be available from the City of Moose Lake. District explained the City was going to review the numbers with their engineers this fall to review if progress is being made from their I&I lining projects. A meeting was tentatively scheduled for the District and City to meet the beginning of November. Hall contacted the City for more information on whether the meeting was still scheduled but did not receive a response to her inquiry. Treasurer Nielsen reported he had heard they met and believes progress is being made. Hall stated that she had received an email from the City Administrator indicating that once the rate increase and overage increase is resolved they would like to meet with the District again as a group to discuss the capacity.

10. Adjourn: Motion was made by Lourey second by Strandlie to adjourn the meeting, motion carried 4/0 and the meeting adjourned at 7:18 p.m.

Minutes by Darla Hall, Executive Director