

Moose Lake Windemere Area Sanitary Sewer District
Approved Regular Meeting Minutes
Tuesday, December 17, 2025
@ MLWSSD Office

1. The Regular Meeting of the Moose Lake Windemere Sanitary Sewer District was called to order by Chairman Byron Kuster at 5:32 p.m. Members present included: Chair Byron Kuster, Vice-Chair Paula Engstrom, Steve Aldrin, Eric Neilsen and Clair Strandlie. Others present included: Superintendent Brett Collier, Water Control, LLC and Executive Director Brian Fritsinger, Fritsinger Management Services, LLC.
2. Approval of Agenda: Motion made by Strandlie second by Engstrom to approve the agenda. Motion carried 5/0.
3. Approval of Minutes:
 - a. The Board noted that under Item 5a that the second sentence should be amended to replace the word “he” with “Fritsinger” and that at the conclusion of the sentence the words “to the property owner” be added. On page three, under #6, the numbering needs to be corrected. Motion made by Engstrom second by Strandlie to approve the minutes as amended. Motion carried 5/0.
4. Guests:
 - a. None
5. Executive Directors Report:
 - a. Set Organizational Meeting – Motion made by Strandlie second by Aldrin to schedule the District’s annual organizational meeting for Wednesday, January 21, 2026, at 5:00 pm. Motion carried 5/0.
 - b. L & L Properties, 33-0123-000, Holding Tank Follow-Up – Fritsinger noted that he still has not heard from Attorney Thibodeau but reviewed the draft letter prepared per the direction of the Board at a previous meeting. The Board asked for a number of changes and discussed penalties, precedent and response deadline. Fritsinger was asked to make the suggested amendments and provide Chairman Kuster a redraft for his review before sending the letter to the property owners.
 - c. Update on the Status of the City of Moose Lake – Fritsinger noted that he had heard nothing new nor received a formal response from the City. Attorney Thibodeau had reached out last month, but there has been no response to date. Fritsinger was directed to follow up with Attorney Thibodeau after the first of the year regarding communications. Fritsinger was also asked to get the previously discussed connection letter out to those parties that have previously expressed interest in connecting to the system in the case that things continue to move forward in a positive direction. The Board noted that the City has not provided any notice to the District regarding rate increases for 2026. There was no agreement in the previous contract discussions

regarding rate changes for 2026. Discussion also took place regarding the escrow currently being withheld by the District being used for the installation of a magmeter flow meter in 2026.

d. Wipfli Audit Engagement Letter - Fritsinger noted that Wipfli provided the District with a cost estimate today for the completion of the 2025 financial audit. The Board did express some concerns about the continued increase in cost for the annual audit and that other local governing bodies have shifted to other accounting firms as a result. The Board would like to investigate other options for the 2026 financial audit. Motion made by Strandlie second by Neilsen to accept the proposal from Wipfli in the amount of \$11,425 plus additional charges for technology and administration to complete the 2025 financial audit.

e. Bookkeeping Service Proposals – Fritsinger provided an update on efforts to identify a third-party bookkeeper. The District has received a proposal from Books Need Keeping, LLC. who would charge the District \$100 per hour for services. The Board discussed the proposed rate but believes that with improvements to our process and more efficient completion of duties the District may be able to save money. Neilson reviewed his conversation with the firm and was supportive of working with them. The subcommittee also found the proposal reasonable and recommends approval of their hire. Motion made by Engstrom second by Strandlie to accept the proposal from Books Need Keeping, LLC with a condition that the business does not exceed 20 hours worked by the end of the year and 15 hours per month thereafter. Motion carried 5/0.

f. QuickBooks Upgrade and Migration Proposal – Fritsinger stated that the Board received a copy of the proposal from 218 TEK in its meeting packet for the upgrade and migration of data. Motion made by Neilsen second by Strandlie to accept the proposal from 218 TEK to assist the district with its change to QuickBooks on-line and the related migration of data. Motion carried 5/0.

g. Board Member Per Diem/Stipend Change to 1099 Pay – Fritsinger reviewed discussions with Treasurer Neilsen and the Board at previous meetings related to the change proposed for 2026 whereby the Board would move to monthly 1099's. Neilsen noted that with a 1099 there is a bit more of a tax liability and adding a stipend would offset that liability. Discussion about the fact that the pay has not changed since 1974, need for Bylaw changes and potential legislative changes took place. Fritsinger was asked to bring forward proposed changes to the Bylaws at the January meeting. Motion made by Neilsen second by Engstrom to change the Board pay to a 1099 format effective 1/1/26; add a new stipend equal to one-half of a per diem (\$25) for meeting preparation for meetings attended by the Board member; and, direct the Executive Director to work with the District Attorney and/or District Auditor to update the District Bylaws to reflect this change. Motion carried 5/0.

6. Superintendents Report: Brett Collier Water Control, LLC:

a. Monthly Report - See December 17, 2025, written report as prepared by Superintendent Collier. Collier quickly reviewed the work with the flow meter at lift station 1 which is still not working as shown on the flow report.

Permits: None issued but one new compliance certificate, No. 25-11, was issued.

b. 218 TEK Data Collection Discovery Report and Kenwood Lift Station Update - Collier noted that he has been working with Bobby Dorman on the automation changes at the station and that he has been happy with the work to date. Some issues with some of the readings and he is attempting to contact Sensaphone for more information as to what the readings mean. Mr. Dorman will then make some further adjustments based upon his findings. The Board prefers to see a gallons per day report versus run time so if that adjustment can be made they would appreciate it. Conversation regarding flow volume accuracy and how it might impact future capacity opportunities and work with the City.

c. Flow Numbers – Additional discussion took place regarding the November flow numbers.

7. Treasurers Report: Treasurer Neilsen began by referencing that one of the District's CD's will mature in January and reviewed a spreadsheet showing all of the CD's currently held by the District. Current rates are approximately 3.34% so a new CD will be at a rate slightly lower than that of the current CD. Fritsinger was asked to review our current bank statement to verify that the checking account is sufficiently funded to cover all of our current bills. Neilsen will then be able to look at our accounts to determine how much the District can invest in a new CD.

Neilsen noted that with the absence of a bookkeeper the November financials are not ready for presentation. The Board reviewed the proposed payables for the month.

Motion made by Engstrom second by Strandlie to approve the payment of November claims to include checks 13210 to 13214 and 13216 and 13220 as well as three EFT payments for a total amount of \$8,956.63. The City of Moose Lake did not get the District a bill for November flow in time for inclusion at this meeting. Motion by Engstrom second by Strandlie to approve the November payables. Motion carried 5/0.

8. New Business:

a. Windemere and Moose Lake Township Updates: Aldrin inquired as the District's previous investigation into constructing its own pond system. Neilsen responded that the District has discussed this concept in the past but the MPCA is highly unlikely to approve new ponds under current rules. The District would need its own licensed operator and discharge permit. Collier also stated that current standards for discharge would be a problem. The City of Moose Lake has the second largest pond system in the state.

Engstrom informed the Board that she had resigned her position as clerk-treasurer for Windemere Township. She also covered a variety of items being discussed in Windemere including short-term rentals, zoning and lake designations. There is also continued exploration of the Sturgeon Lake and Island Lake sewer system and the possibility of a connection to the MLWSSD system.

b. Other Board Updates: Neilsen reminded the Board that the goal with the new bookkeeper as it relates to the outstanding pay for the Board will be to try and finish the October, November, and December payroll in December and if not then to pay the Board for those months in January as 1099.

9. Adjourn: Motion by Engstrom second by Strandlie to adjourn the meeting. Motion carried 5/0 and the meeting adjourned at 6:53.



Minutes by Brian Fritsinger, Executive Director