**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**March 19, 2025**

**@ MLWSSD Office**

1**.**  The Regular Meeting of the Moose Lake Windemere Sanitary Sewer District was called to order by Chairman Byron Kuster at 5:45 p.m. at the District Offices. Members present included: Chairman Kuster, Vice Chair Paula Engstrom, Treasurer Eric Nielsen, and Clair Strandlie. Others present included: Executive Director Darla Hall, Mark Lambert, Sand Lake Resort, and Steve Aldrin, Moose Lake Township Board Member. Superintendent Brett Collier and Board Member Bruce Lourey were absent from the meeting.

2. Approval of the Agenda: Director Hall asked that item e. Budget Minutes, September 18, 2024, be added under the Executive Directors report. Chairman Kuster added Item b. Comments Kuster under Superintendents Report and Item b. Comments Kuster – Review of Flows under New Business. Motion by Engstrom second by Strandlie to approve the agenda as amended. Motion carried 4/0.

3. Approval of the Minutes:

 a. Regular Meeting Minutes February 26, 2025: A few minor wording revisions were made. Motion by Strandlie second by Engstrom to approve the MLWSSD February 26, 2025, Regular Meeting Minutes as amended. Motion carried 4/0.

 b. Special Meeting Minutes March 14, 2025: Motion by Nielsen second by Strandlie to approve the MLWSSD Special Meeting Minutes of March 14, 2025, as written. Motion carried 4/0.

4. Guests: Mark Lambert, Sand Lake Resort was present at the meeting for the completion of the items related to DSLR, LLC (Sand Lake Resort). Steve Aldrin, Moose Lake Township, was present just to listen and keep up on current issues taking place in the District.

Prior to this evening’s meeting, the Capacity Allocation Agreement (CAA) between DSLR, LLC and the District, which was approved at the February 26, 2025, meeting, was signed between the parties and the Board received payment for the 15-connection fee’s in accordance with the agreement. It was noted that the CAA had been sent to the City of Moose Lake’s Attorney, Robert Kringler, prior to execution and he had no concerns or changes prior to execution of the agreement.

1. Revisit Application to Determine Availability of Sewer 11/20/2024 – DSLR: Based on the City of Moose Lake’s Resolution 24-12-02 which allocated 1300 gpd of wastewater treatment for exclusive use of Sand Lake Resort the Board has found that capacity is now available. Motion made by Engstrom second by Strandlie to revoke the Application to Determine Availability of Sewer dated 11/20/2024 which authorized DSLR to install a temporary on-site system. Motion carried 4/0. Notice will be sent to Pine County notifying of revocation.
2. New Application to Determine Availability of Sewer DSLR Board finds the City of Moose Lake has specifically allocated 1,300 gpd to DSLR, LLC pursuant to Resolution 24-12-02 (“Allocated Capacity”). Engstrom motioned, Strandlie seconded that the Board finds that allocation of the Allocated Capacity to DSLR, LLC is approved and availability of the sewer service is conditioned upon the following: (1) The Board and the Owner of the property enter into an updated Capacity Allocation Agreement; (2) The Owner pays all required connection fees; and (3) the Owner receives approval for the Service Connection from the MPCA. Motion carried 4/0. It was noted that the Application to Determine Availability is only good for one year and the project may not be completed within that time frame. Motion by Nielsen second by Strandlie to allow the certificate to be valid for a three-year term from date of issuance. Motion carried 4/0.
3. Permit Application DSLR, LLC – 15 ERUs Board reviewed the Contractors and Homeowners Permit Application for 15ERU’s for DSLR, LLC and finding of facts as stated in Exhibit A. Motion made by Nielsen second by Engstrom to approve the Contractors and Homeowners Permit Application for DSLR, LLC with the finding of facts as stated in Exhibit A subject only to approval by MPCA of the MPCA permit. Motion carried 4/0. Hall stated that when the contractor is determined for the project, they will need to come into the office to sign the permit application as well, pay the $150 permit fee and work directly with the Superintendent to obtain the proper written permit.

1. MPCA Permit Application for Extension/Relocation DSLR, LLC Hall reported the MPCA permit application for the extension/relocation for DSLR had been reviewed by the District’s Engineer, Kelly Yahnke and approved. Motion by Strandlie second by Nielsen to approve the MPCA permit application and authorize the Executive Director to execute the document. Motion carried 4/0.

Two copies of all documents were signed and originals provided to both DSLR, LLC and the Board.

5. Executive Directors Report

 a. Interviews – Executive Director Position: Board held interviews on March 14, 2025. Nielsen and Engstrom followed up on references as provided by Fritsinger and both gave extremely high recommendations. Treasurer Nielsen discussed different pay options as well as what the paid time off hours should be set at. It was agreed that 70 hours of paid time off per calendar year was a good starting point. Motion by Nielsen second by Engstrom to offer the Executive Director position to Brian Fritsinger with the option of either an employee or independent contractor with the rates as discussed. Motion carried 4/0. Treasurer Nielsen will contact Fritsinger, offer the position and provide the options and rates as discussed at the meeting.

 b. Insurance Waiver Form: The Liability coverage waiver form needs to be completed for insurance renewal through the League of Minnesota Cities. By the District choosing to not waive the monetary limits on municipal tort liability as established by MN State Statute it is essentially capping the amount that can be collected. By Choosing to waive the monetary limits, the District could be sued for any amount. Motion made by Nielsen second by Engstrom to complete the Liability Coverage Waiver Form indicating the District does not waive the monetary limits on municipal tort liability established by Minn. Statutes 466.04. Motion carried 4/0.

 c. City of Moose Lake – Response to Last Offer: Board submitted an offer to the City of Moose Lake on March 14, 2025, requesting a response by this evening’s meeting. Along with the offer a revised mark up of the contract was submitted. Attorney Robert Kringler, City of Moose Lake Attorney has responded indicating that the City needs additional time to consider the offer and will respond after the April 9th City Council meeting.

 d. Temporary On-Site System – Sheila and Dennis Czech: Board reviewed an email as submitted by Sheila and Dennis Czech. The property was connected and receiving sewer service prior to the moratorium being in place and is not a new connection. The Board finds that this is actually a reconnect of service and based on other complicated factors has reconsidered its position. Motion by Nielsen second by Strandlie to revoke the Application to Determine Sewer Availability dated 11/20/2024 which authorized Sheila and Dennis Czech to install a temporary on-site system. Motion carried 4/0. Czech will need to follow up with Superintendent Collier on a permit for a reconnect as well as having the lateral line televised to be in compliance with Certificate of Compliance on reconnects.

e. Budget Minutes September 18, 2024: Director Hall reported she discovered an error in her September 19, 2024, Budget Meeting Minutes. The Board made a few changes at the meeting to the unapproved budget but the overall budget amount that was approved was $485,247.65. The minutes state $392,940.89. Motion made by Engstrom, second by Nielsen to amend the September 19, 2024, Budget Meeting Minutes to reflect the correct amount. Motion carried 4/0. Hall to amend the minutes and get the corrected minutes posted on the website. It was noted the error was related to a depreciation number.

6. Superintendent Report – Brett Collier Water Control LLC – Absent

 a. Report Presented by Director Hall: Collier is out on vacation and unable to send the report but did text. He indicated that there was nothing out of the ordinary this month. Collier had trouble with the program downloading the SD card data and will need to work with Quality Flow on getting the program onto his computer for future downloads. Kenwood Lift Station had an issue with pumps being plugged. They were out at the beginning of March to pull the pump and clear the issue.

 b. Comments Kuster: Chairman Kuster provided the Board with a few ideas to help keep the Board informed on maintenance of the system and upcoming scheduled projects. He suggested items that could be added to the Superintendents monthly reports or perhaps a check list of sorts. Board members thought it was a great idea and a way to keep track of what has been done or needs to be done to the system. Chairman Kuster suggested a form could be established and distributed or checklist could be provided along with the report.

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss and balance sheet for the month of February with the Board. Nielsen had reviewed the bank statements and reconciliations for the month of February and found the books to be in order. The balance in checking on February 28, 2025, was $42,232.66. It was noted that the financials did not include February treatment fees as the bill was not submitted by the City of Moose Lake in time for the meeting. Claims submitted today include check numbers 13026 thru 13045 as well as three EFT payments for a total amount of $25,870.49. Hall stated that check number 13031 was void as it was destroyed in printer. Hall also stated that last month check #13010 issued to Century Link in the amount of $41.17 was void and reissued this month as an EFT payment in the amount of $82.34 to cover a late payment from prior month. This was done to prevent disconnect of internet service. Hall indicated today’s claims include an additional check in the amount of $41.17 to Century Link as she is paying the account ahead to prevent late fees and uninterrupted service. Motion by Strandlie second by Engstrom to approve the Treasurers Report and payment of today’s claims to include check numbers 13026 thru 13045 as well as the three EFT payments for a total amount of $25,870.49. Motion carried 4/0.

Nielsen reported the CD that came due the beginning of March as been reinvested into a $500,000 cd and is included on the investment worksheet. All investments are laddered over a staggered period of time.

Hall stated the draft audit has been complete, and Zak Sharp has sent onto his partner at Wipfli for final review. She has reviewed the numbers and there appear to be very minimal changes. Treasurer Nielsen suggested to get it scheduled with Zak to present the audit to the Board as soon as possible with the new Executive Director coming on board.

8. Old Business:

 a. Flow Numbers February 2025 - None to report. City did not submit February Billing

 b. Proposed Changes Ordinance/PPM/By Laws – Tabled

 c. Ordinance #2 – Approved at Last Meeting – Signature Required: Hall stated that Ordinance #2 was approved at the last meeting with a few minor edits. The final copy was presented for signature. A summary will be published in the local paper and the final will be replaced and posted online.

9. New Business

 a. Update Annual Meeting – Engstrom and Kuster: Engstrom provided a report on the Windemere Township Annual Meeting. Windemere is working with a company looking into federal funding for sewering options for Island and Sturgeon Lake. Much of what is taking place is related to changes in ordinances language and shoreland ordinances etc.

Kuster provided the update for Moose Lake Township. He explained to the township what was taking place with the possibility of the 54 customers becoming serviced by the City of Moose Lake and explained the stipulations the District would put in the joint powers agreement. Those stipulations would deal with rates, annexation etc. and that the JPA would need to be approved by the Township before it would be put in place.

 b. Comments Kuster – Flows: Chairman Kuster discussed the 7-rolling month average calculations and noted that as of January 1, 2025, the allotted flows should have changed from 67,000 gpd to 68,300 gpd. This is something that will need to be looked at in the future in dealing with the negotiations as the overage fees for January were calculated incorrectly.

10. Adjourn: Motion by Enstrom second by Strandlie to adjourn the meeting motion carried 4/0 and the meeting adjourned at 8:13 p.m.

Minutes by Darla Hall, Executive Director