

Moose Lake Windemere Area Sanitary Sewer District
Approved Regular Meeting Minutes
Tuesday, November 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 5:30 p.m. Members present included: Chair Byron Kuster, Vice-Chair Paula Engstrom, Steve Aldrin, Eric Nielsen and Clair Strandlie. Others present included: Superintendent Brett Collier, Water Control, LLC and Executive Director Brian Fritsinger, Fritsinger Management Services, LLC and Mark Lambert.

2. Approval of Agenda: Motion made by Nielsen second by Strandlie to approve the agenda. Motion carried 5/0.

3. Approval of Minutes:

a. Motion made by Strandlie second by Engstrom to approve the minutes as presented. Motion carried 5/0.

4. Guests:

a. Bobby Dormann 218TEK – Fritsinger provided some background on the Boards recent action to enter a contract with 218TEK to evaluate some of the District systems for future improvements including the Kenwood Lift Station. Mr. Dormann was in attendance to review his work to date related to data collection and discovery, identify automation deliverables and to discuss the upgrade of the District's QuickBooks financial system.

Mr. Dormann noted that currently Mr. Collier is reviewing 89,000 lines of information per pump each month and strongly believes that there are some simple automation changes that can significantly reduce both the time involved along with potential for error. He mentioned that he and Mr. Collier were going to be meeting in November to implement some of the changes. Mr. Collier added that the proposed improvements appear to be pretty simple and very cost effective.

Mr. Dormann discussed the Sensaphone format and the related telemetering that was critical to the new system. Discussion related to the SD cards currently being used and the cost of those cards took place. The concept would be to use these cards as backup in the future rather than the primary method of recording information.

It was suggested that once the system is implemented and operating that for the first month the District use both the new system and the SD card system to compare the accuracy.

Other areas for improvement are the District's website and its QuickBooks (QB) financial system. Dormann is recommending the District move from its desktop version to an on-line version. QB is phasing out its desktop version so an upgrade will be required regardless in the near future. He primarily supports the on-line version for security and the fact that the data is always backed up. Whereas if our laptop died, we could lose all of our data. QB online also allows more users. The Board questioned the security aspects of both systems and the payroll

module and the \$700 annual fee for that module. The Board indicated its support to eliminate this module and move towards a 1099 system in 2026. The \$1,200 renewal for the overall system is due on December 10. The Board questioned the migration of data. Dormann stated that migration with Intuit is easy, but you need someone to validate that the migration was done accurately. 218TEK can do the migration but a representative of the District must validate that all data was moved. Discussion regarding when it would be appropriate to make the recommended change took place. The Board supported the change to the QB online system and that the change be implemented by the end of the first quarter 2026.

Other items noted by Mr. Dormann included:

- Security (Board getting District email addresses versus private email addresses).
- Focus on the update to the District's website as the next project.
- He will update a statement of work and get to the District within the week.
- Depending on details, a contract bookkeeper may require a second monthly charge from 218TEK, as well as ongoing monthly rental fees or purchase of new laptop for that purpose. Dormann noted that if the District has moved to QB online there would be no need to provide the bookkeeper with a laptop.

The Board had a brief conversation regarding the status of the efforts to hire a consulting bookkeeper. Kuster noted they had interviewed a candidate about ten weeks ago and have been attempting to enter an agreement since that time. The consultant has been given a deadline of Friday, November 21 to finalize the arrangement and if not completed the recommendation of he and Nielsen is to move on and look at other consultants. Discussion regarding the consultant's experience in QB took place and the Board agreed that it should not pay \$55/hr. for the consultant to receive training on the QB system. Fritsinger was directed to send an email to the consultant informing them of the intent to upgrade the District's QB system by the end of the first quarter of 2026. Nielsen noted that if things are not worked out by Friday, there are several other local firms that can be approached rather than advertising for the service.

5. Executive Directors Report:

a. L & L Properties, 33-0123-000, Holding Tank Follow-Up – Fritsinger noted that he had drafted a letter per the advice of Attorney Thibodeau. Unfortunately, Attorney Thibodeau had not yet provided final feedback on the letter and Fritsinger was unable to provide the draft to the Board for review tonight before it is sent to the property owner. The draft letter is consistent with the Board's previous direction. Fritsinger will send the letter to the property owners once Attorney Thibodeau has responded.

b. 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. Kuster stated that he believes that communications to date have been favorable.

c. Update on Delinquent User Fees and Certification to County Auditors – Fritsinger reviewed his memo detailing the final list of properties from which the unpaid user fees were certified to the Counties. The final certified list included 5 properties from Carlton County

totaling \$4,085.22 and ten properties from Pine County totaling \$6,767.23. The District did receive one partial payment from one of those certified on November 14 and Fritsinger inquired as to the Boards history related to payments being received after the certification date. The Board and Fritsinger agreed that the full amount should remain certified, but a letter sent to the property owner inquiring as to whether the amount should be applied to future use or returned.

d. Wipfli Audit Engagement Letter - Fritsinger noted that Wipflii has made some changes in its engagement letter process which unfortunately has resulted in delays in the receipt of the 2025 engagement letter. Fritsinger will work to get the letter for the December 17 meeting.

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

a. Monthly Report - See November 19, 2025, written report as prepared by Superintendent Collier. Collier noted he had some maintenance challenges at Lift Station #1, reviewed other maintenance efforts and his review of the Sun Bay reports. He is still looking for the final Plumber's Report from Sun Bay. The Board expressed support for the purchase of additional SD cards for the lift stations.

Permits: None issued but four new compliance certificates No.'s 25-07, 25-08, 25-09, 25-10 were issued.

b. Kenwood Lift Station Update - Collier reviewed the repair work that he had to perform at the Kenwood station related to impellers and wear rings. He believes that the flow reading issue has been resolved for the time being. Discussion took place regarding the contract with 218TEK to improve the reading system reporting process.

The Board asked that due to the status of the discussions with the City and the possible installation of the mag meter that the Kenwood Station upgrade be postponed but the upgrades at the other left stations by 218TEK take place first.

c. Flow Numbers – Discussion took place regarding the October flow numbers. Collier noted that while the repairs at the Kenwood station have worked well, Station A was experiencing similar problems resulting in no flow readings for the month.

d. Sun Bay Report – Discussion with Mark Lambert took place regarding the status of the plan and improvements at the Sun Bay Resort. Mr. Lambert noted that bids should be received by the 1st of the year to move the line. They are trying to keep some sites on the buffer side and do not want to close the resort during the project. The goal is to fully complete the project by June/July 2026. He also noted that flow will continue during the repair process.

7. Treasurers Report: Treasurer Nielsen noted that with the absence of a bookkeeper the October financials are not ready for presentation. The Board reviewed the proposed payables for the month. The Board agreed that the Board payroll should be removed from the payables and

added to the December meeting. Thus, the December meeting will include both the October and November payroll for the Board.

Motion made by Engstrom second by Strandlie to approve the payment of October claims to include checks 13201 through 13209 and 13215 as well as three EFT payments for a total amount of \$16,457. Motion carried 5/0.

8. New Business:

a. Windemere and Moose Lake Township Updates: Aldrin noted he had no specific updates from Moose Lake Township other than to reference challenges the Fire District is having in its work with the Fryberger law firm. Engstrom covered some of the ongoing work with short-term rentals, ordinance updates and efforts to lift its related moratorium in the near future by Windemere Township.

b. Other Board Updates: Strandlie stated he hoped everyone would have a great Thanksgiving.

9. Adjourn: Motion by Engstrom second by Strandlie to adjourn the meeting. Motion carried 5/0 and the meeting adjourned at 6:50.

A handwritten signature in blue ink, appearing to read "B. Fritsinger".

Minutes by Brian Fritsinger, Executive Director