

**Moose Lake Windemere Area Sanitary Sewer District**  
**Approved Regular Meeting Minutes**  
**Wednesday, February 18, 2026**  
**@ MLWSSD Office**

1. The Regular Meeting of the Moose Lake Windemere Sanitary Sewer District was called to order by Chairperson Kuster at 5:31 p.m. Members present included: Chairperson 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.

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 January 21, 2026, Organizational meeting minutes as presented. Motion carried 5/0.
- b. Motion made by Engstrom second by Strandlie to approve the January 21, 2026, Regular meeting minutes as presented. Motion carried 5/0.

4. Guests:

- a. There were no guests in attendance.

5. Executive Directors Report:

- a. Municipal Tort Liability Limits – Fritsinger reviewed that the District renews its liability insurance through LMCIT on an annual basis. The Board historically does not waive statutory monetary limits.

Motion by Nielsen to continue past practice and not waive the statutory tort limits second by Aldrin. Meaning we go with the state recommended tort limits. Motion carried 5/0.

- b. Mag Meter Installation Project – Fritsinger reviewed the request from Chairperson Kuster that the possible Mag Meter project be brought to the Board for discussion. The Board discussed the potential for initiating engineering work as part of the 2026 construction season.

Key considerations:

- Cost concerns for even preliminary engineering.
- Ownership and placement of the meter.
- Coordination with the City of Moose Lake.
- Need for clarity on roles between Executive Director and field operations.
- City has not yet responded to prior communications; follow-up expected late Feb / early March.

The Board directed Fritsinger to contact Bolton & Menk to provide a scope of work and cost proposal before design begins. This could include a recommended mag meter type, replacement options, engineering cost estimate and total project cost estimate. The Board would then discuss the proposal and determine next steps.

- c. Variance Application Form and Variance Process Review - Discussion about the District variance process was triggered by LeRay Horton's holding tank issue and the Board's direction to pursue a variance. It was noted that he had installed a holding tank in violation of the ordinance. The current ordinance lacks a clear procedural outline as it relates to the variance process.

The Board discussed whether a variance or conditional use style approach is more appropriate. It also reviewed the need for public notice, neighbor notification radius, and hearing process. It wanted to ensure the avoidance of establishing precedent that could open the door for widespread holding-tank requests. The Board identified the fact that there were unique circumstances in this case as the county issued a permit the district would not have otherwise approved.

Fritsinger reviewed the draft of a new variance application form he developed for Board feedback. The Board indicated it is leaning toward variance as the correct mechanism but wants process clarified. Specifically, it is seeking additional information related to public notice requirements, neighbor notification radius, county filing requirements and/or Pine/Carlton County alignment. The Board indicated that it would review the finalized process and application at a future meeting and then have Fritsinger coordinate the timing with Mr. Horton once he returns to town.

- d. QuickBooks Upgrade and Migration Project Update - Fritsinger provided an update to the Board noting that the migration from desktop to the online version has been completed after significant technical difficulties. The current version is missing the budget module which will cost an additional \$400 annually. The Board noted its support for the budget module for the proper budget-to-actual reporting the District needs to monitor. Fritsinger also noted that the 2025 audit process has begun and there has been a change by the Auditor requiring an upload of the various QB reports onto a hub website.
- e. Connection Waiting List Update – Fritsinger explained that at the direction of the Board he sent letters to all of the individuals that are on the current connection waiting list. From that mailing only three responses have been received to date. The Board stated that some applicants are no longer eligible (e.g., denied building permits). Two applicants submitted full applications which the Board indicated it would review at its next meeting.

Additional discussion on the priority order (based on date, not payment status) and the handling of temporary holding tanks when capacity is unavailable took place. Fritsinger was asked to remove Brian Lee from the waiting list and to continue to track responses from the remaining individuals.

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

- a. Monthly Report - See February 18, 2026, written report as prepared by Superintendent Collier.
  - Frozen Sewer Line – A frozen line on South Riverside Road was thawed and restored. This happens every 8–10 years.
  - SD Card/Data Logging Issues – There are problems with unformatted cards and inconsistent readings. He has been working toward reducing data frequency/intervals from every minute to hourly. Lift station readings are now more consistent and January flows stable.

- Quality Flow/Sense-A-Fone Integration – There has been ongoing difficulty getting clear technical answers from vendor and a need to clarify what metrics are actually being measured.
- Sand Lake Resort/Construction Coordination - Questions remain about the pipe sizing discrepancies (12" vs. 24"); phasing of cabin removals; and temporary service arrangements during construction.

The Board requested that Collier obtain updated clearer engineering plans including the construction plan and timelines from Mark Lambert.

- b. Permits: None issued
- c. Flow Numbers – January 2026 flow numbers were presented but the City had not yet billed or provided the monthly SCADA numbers.

7. Treasurers Report: Treasurer Nielsen began by reviewing the accrual and cash-basis financials that had been provided to the Board. He pointed out that there are some revenue posting inconsistencies noted which is a result of the change to an outside bookkeeper and that the QuickBooks configuration is still being refined. Discussion about the bookkeeper verifying the revenue posting accuracy for the December/January crossover.

Engstrom moved second by Strandlie to approve the monthly financials and payment of January claims. Motion carried 5/0.

8. New Business:

- a. Windemere and Moose Lake Township Updates: Engstrom indicated that Windemere Township is preparing for the public hearing on its Shoreland Ordinance. She also noted that the Townships annual meeting will be held on March 10, 2026 beginning at 7:00 pm. The written handout prepared by Fritsinger related to the 2025 summary of activities will be shared at the meeting.
- b. Billing Cards – Fritsinger was asked to explore the options for pre-stamped billing cards with the US Postal service to reduce manual processing time.

9. Adjourn: Motion by Engstrom second by Strandlie to adjourn the meeting. Motion carried 5/0 and the meeting adjourned at 6:59.



Minutes by Brian Fritsinger, Executive Director