

Moose Lake Windemere Area Sanitary Sewer District
Approved Regular Meeting Minutes
Tuesday, January 21, 2026
@ MLWSSD Office

1. The Regular Meeting of the Moose Lake Windemere Sanitary Sewer District was called to order by Vice-Chairperson Paula Engstrom at 5:10 p.m. Members present included: Vice-Chair Paula Engstrom, Steve Aldrin, Eric Nielsen and Clair Strandlie. Others present included: Superintendent Brett Collier, Water Control, LLC, Executive Director Brian Fritsinger, Fritsinger Management Services, LLC, Erin Lambert, Sand Lake Resort and LeeRay Horton. Byron Kuster was absent from the meeting.

2. Approval of Agenda: Motion made by Strandlie second by Engstrom to approve the agenda. Motion carried 4/0.

3. Approval of Minutes:

a. Motion made by Strandlie second by Aldrin to approve the December 17, 2025, minutes as presented. Motion carried 4/0.

4. Guests:

a. LeeRay Horton, R33.0123.000 – Mr. Horton was in attendance to speak to the Board regarding the January 9, 2026, letter from the District regarding his holding tank violation. Mr. Horton provided some history associated with his efforts and communications with the former District staff and township and county processes. He had previously paid the District \$5,800 to connect to the District system but was told he could not connect. He has campers on the property which are not allowed to connect to the District system. Windemere Township informed him he was required to install a holding tank or he had to remove the campers. He is looking for a way to resolve the situation. Discussion took place amongst the Board and Mr. Horton.

Engstrom noted that she thought a variance process would be more appropriate than the submittal of an application to determine availability. Fritsinger was asked to provide the variance application to Mr. Horton and clarify if there was a fee associated with the application. Discussion then took place regarding the previously paid connection fee. After finding out if the fee was returned and the opportunity to connect became available, he would go to the bottom of the connection priority list, Mr. Horton opted to leave the fee as it is with the District.

5. Executive Directors Report:

a. Assignment of Commercial ERU's in 2026 – Fritsinger reviewed that under District Ordinance #2, Section 3.01 the Board shall annually determine the assigned ERU's for each non-residential user, commercial user, and industrial user. With the recent sale of the Sun Bay Mobile Home Court and Campground to Mark Lambert the property was required to be inspected as part of the Certificate of Compliance process. It was determined that the number of connections is different than the number of current ERU's being charged to the property owner.

Erin Lambert, provided some additional background and history as to how some of the connections were determined with the previous owner and the seasonal basis of parts of the property. Discussion ensued regarding the sale of the manufactured homes, empty lots and the ability for owners to remove the homes at any time. The group reminded Ms. Lambert of the need to have the Certificate of Compliance completed at any time a manufactured home is sold. Ms. Lambert suggested that the ERU's be adjusted to reflect 40 connections and not 44. The campground again is seasonal and varies on the number of campers and the 3.26 ERU's is consistent with an older agreement entered into between the District and previous property owner.

Discussion related to the Sand Lake Resort then took place. Ms. Lambert noted that some of the improvements and changes are expected to start on May 1 with a goal to complete by November. Engstrom stated that the District should then be able to discuss and address the number of connections next January.

Strandlie stated that he is regularly at the Lodge at Sun Bay and described the conditions of the facility. Ms. Lambert agreed that it is used regularly and in good condition, but the laundry facility is seasonal and not used much, if at all. Ms. Lambert noted that they could let the District know if the laundry unit is ever used more often in the future. She stated there are also two holding tanks present on the property.

Motion by Strandlie second by Nielsen to increase the number of ERU's of the Sun Bay Mobile/Manufactured Homes from 37 to 40 and the Lodge/Garage/Sink from 0 to 1 with all other current non-residential, commercial and industrial user's ERU's remaining the same. Motion carried 4/0.

b. QuickBooks Upgrade and Migration Project Update - Fritsinger noted the process has turned out to be very difficult and problematic in working with Intuit. He thought that after some very difficult interactions trying to update the user account from Darla to himself that things were finally on the right path only to find out today that major logistical challenges were still at play. The plan had been to start migration later this week but that will not be able to be started at this point. 218 TEK is now asking for the new account set up with my personal information to be deleted. 218 Tek would then work with Mr. Fritsinger next Friday to try and coordinate the requirements of Intuit with the District. Engstrom commented that her experiences working with Intuit were very similar. The Board suggested that the idea of increasing the Districts debit card from \$40 to \$1,000 to eliminate some of the challenges experienced in this case might make sense in the future.

c. Fritsinger Management Services LLC Contract for Service - Fritsinger reviewed that his contract expired on December 31, 2025, and discussions with Kuster had taken place regarding a new contract. He shared with the Board a copy of the email chain between him and Mr. Kuster regarding changes to the contract. He noted that he has tracked his time worked since the Board reduced his average from 20 hours per week to 12 hours this past August. He is averaging approximately 16 hours in that time. Nielsen commented that the proposal to increase the hours to 14 hours along with key goals was supported by him and Kuster. Engstrom

suggested that the idea of finding a tool such as Co-pilot to help with meeting minutes also be implemented to help reduce those hours. Motion by Nielsen second by Strandlie to approve of a new contract for service with Fritsinger Management Services LLC including pay based upon a 14-hour work week, the identification of key goals to focus time, a six-month term expiring on June 30, 2026, meeting to review performance and other key factors in June 2026 and the continued tracking of hours worked. The motion carried unanimously 4/0.

d. Board Member Per Diem/Stipend Change to 1099 Pay – Fritsinger reviewed discussions with Attorney Thibodeau regarding the change to the Bylaws proposed by the Board at its last meeting. She recommended that due to language contained in the District’s Enabling Legislation rather than a change to the Bylaws that a simple motion instead be used to make the changes sought by the Board. Motion made by Nielsen second by Strandlie to rescind the December 17, 2025, motion. Motion carried 4/0.

Motion made by Nielsen second by Strandlie to change the Board pay to a 1099 format effective 1/1/26; add a stipend equal to one-half of a per-diem, not to exceed \$25 per month, to reimburse the Board for reasonable expenses such as driving to the meeting, phone, internet, office supplies, etc. associated with the preparation for and attendance at District related meetings by the Board member. Motion carried 4/0.

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

a. Monthly Report - See January 21, 2026, written report as prepared by Superintendent Collier. Collier reviewed the manhole issue on Sand Lake Road and discussed the continued challenges with the panel at Station 1 and work with Quality Flow and 218 TEK. The District is looking for readings representing gallons and time, but Sensaphone can’t seem to describe or explain what the numbers being reported represent. Nielsen questioned if the numbers are actually shown as liters? Collier noted that this was a good idea that he had not thought about and would check into it. He is getting calls for Certificates of Compliance for VRBO’s and ordered new SD cards for each station.

Permits: None issued but one new compliance certificate, No. 25-12, was issued. (This should be correctly listed instead as No. 26-01.)

b. Flow Numbers – Updated November and the December flow numbers were presented.

7. Treasurers Report: Treasurer Nielsen began by referencing the October, November and December financials and bank reconciliations as completed by Books Need Keeping LLC. Everything looks correct on those. He stated that the bank reconciliation does not need to be provided to the Board each month, but the balance sheet and profit & loss statements should continue to be provided each month. He also asked that the bookkeeper provide a report that shows the list of checks issued each month.

Nielsen requested that the CD Inventory sheet be provided to the Board quarterly including the terms, interest and maturity of the existing CD’s held by the District. He informed the Board that

one of the CD's is matured on January 18. He is proposing to reinvest in a \$500,000 CD at the rate of 3.3% for two years using the proceeds from the maturing CD and the remainder from checking. He will send Fritsinger an email regarding a meeting with the bank to get this set up.

Nielsen questioned, in the December Balance Sheet, the \$105,632 shown in line 2000 as to if it includes the amount we owe the City of Moose Lake, as well as the \$85,500 shown in line 6236 of the P&L year to date. Do these make sense as prepared or will we need to make some adjusting entry after working with our Auditor? Finally, Nielsen touched on the loss of \$41,306 shown on the P&L statement and noted that this includes the \$85,500 owed to the City and depreciation of \$82,000. From a cash flow perspective the District really has a positive cash flow from operations of approximately \$41,000. The Board had several other questions and comments. Nielsen moved second by Strandlie to approve the monthly financials, payment of December claims and to authorize the investment into a new CD in the amount of \$500,000 using the mature CD balance along with additional funds from the District checking account. Motion carried 4/0.

8. New Business:

a. Windemere and Moose Lake Township Updates: Aldrin indicated he had no updates. Engstrom reminded 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, and extension of zoning ordinance moratorium until April.

9. Adjourn: Motion by Strandlie second by Nielsen to adjourn the meeting. Motion carried 4/0 and the meeting adjourned at 6:39.



Minutes by Brian Fritsinger, Executive Director