

Shorewood Park Sanitary District *unapproved*
Board Minutes
Tuesday, February 8, 2022

Attendees: Rich Storcke (Board Member), Dean Findell (Board Member), Sue Means (Board Member), Paul Slesar, Tony & Lisa Roggemann, Tina Heidelberger

R. Storck called the meeting to order at 7:04pm

Approval of Minutes: Motion made by R. Storck, second by D. Findell to approve the January minutes as presented.

Approval of Bills: Motion made by R. Storck, second by S. Means to approve the bills as presented.

- Premier Paving \$4040.00
- Unity Bank \$45.00
- QuickBooks \$505.79 *reimbursement to Tina Heidelberger for cost
- Wendy Cook \$150.00 *payment for training during transition of position

Old Business:

- Job Descriptions: This continues to be a work in progress. We will need a completed job description for the Wastewater Operator for D. Green. Keep as an open item for next month agenda.
- Board Vacancies: No formal notifications have been received. There has been interest made verbally and we will need to fill open positions in the future. There were questions from attendees regarding board member responsibilities, which Rich provide detail on what the commitment entails.
- Website: Still under consideration, left as an open item for future discussion.
- Road Plowing: No further communication from township on obstruction within the district for plowing.

New Business:

- Investment Fund: D. Findell provided an updated statement for the district's investment plan. Current balance is \$222,739.42 in the account. Dean has updated the address on file so he will now receive the statements quarterly. This money is a savings for any unexpected expenses (failure of septic, additional holding ponds, etc.)
- Secretary/Clerk Position: Job description for this position was reviewed. Motion made by R. Storck, second by S. Means to approve the hiring of Tina Heidelberger.
- Accounting Services: Tina will check to see which reports we are receiving monthly vs. quarterly. Discussed possibly adding the bank reconciliation to the agenda to be reviewed monthly. Follow up next month.

Motion made by D. Findell, second by R. Storck to adjourn the meeting at 7:43pm.

Submitted by T. Heidelberger, Secretary/Clerk

Board Members

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Shorewood Park Sanitary District *unapproved*
Board Minutes
Tuesday, March 8, 2022

Attendees: Rich Storcke (Board Member), Dean Findell (Board Member), Sue Means (Board Member), Paul Slesar, Matthew Anderson, Tina Heidelberger

R. Storck called the meeting to order at 7:02pm

Approval of Minutes: Motion made by D. Findell, second by S. Means to approve the February minutes as presented.

Approval of Bills:

- No current bills to approve currently.

Old Business:

- Job Descriptions: This continues to be a work in progress. D. Wood emailed Rich a copy of the board member job descriptions from the bylaws, which he will email to the interested candidate for the open board positions.
- Board Vacancies: R. Storcke received a letter of interest in a board position from Matthew Anderson, a current resident in Shorewood. Paul Slesar has also expressed interest in one of the open board positions. We will revisit next month when D. Wood has returned, and the residents interested have had a chance to review the job descriptions shared with them by R. Storcke. We thank both Matthew and Paul for their interest!
- Website: Still under consideration, left as an open item for future discussion.
- Road Plowing: No further communication from township on obstruction within the district for plowing.

New Business:

- Investment Fund: D. Findell received another statement. Question was raised about if there are penalties on monies taken out of this account. D. Findell understands that this account is a dated account, so penalties would apply if money is taken out prior to the maturity date of the account.
- Secretary/Clerk Position: We will need to have all board members sign off on the February minutes that reference the hiring of Tina Heidelberger for the position so that she can be added as an authorized signer on the account. We will address next month when D. Wood is back at the meeting.
- LOMC (League of Minnesota Cities): We will be receiving a reduction in our premium and dividend check due to no claims being filed on our behalf.
- Quarterly Testing: D. Wood completed our quarterly testing, more information will follow at future meetings of the results of the test.
- Manhole Repair: There is a manhole that needs repair. D. Wood received a quote last year for the repair, but it had not been completed. He will follow up with the contractor to see if the bid is still good.
- Ponds: We discussed the possibility of providing tours of the ponds for interested residents and updating the current maps as a potential future project. We will keep on the agenda to discuss at our next meeting.

Motion made by D. Findell, second by S. Means to adjourn the meeting at 7:25pm.

Submitted by T. Heidelberger, Secretary/Clerk

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Shorewood Park Sanitary District *unapproved*
Board Minutes
Tuesday, April 12, 2022

Attendees: Rich Storcke (Board Member), Dean Findell (Board Member), Sue Means (Board Member), Paul Slesar, Matthew Anderson, Joe Heidelberger, and Tina Heidelberger

R. Storck called the meeting to order at 7:02pm

Approval of Minutes: Motion made by S. Means, second by D. Findell to approve the March minutes as presented.

Approval of Bills:

- East Central Energy-\$86.00. Motion to approve by R. Storck, second by D. Findell.

Old Business:

- Job Descriptions: This continues to be a work in progress. R. Storck provided a copy of the job description for the open board positions to the interested candidates for review.
- Board Vacancies: Open positions will be filled when D. Wood returns next month.
- Website: Still under consideration, left as an open item for future discussion.

New Business:

- Investment Fund: D. Findell provided an update on the current balances of the financial accounts. Current balance is \$214,889.00 with a maturity date of 2027. The cash account has a current balance of \$14,326.00, which we have instant access to this account with no penalty fees.
- D. Wood has been in contact with Pete Stauber regarding funding for our expansion. D. Wood will need to provide some documentation for this funding. We will revisit this topic next month when he returns.
- MPCA made an inquiry of our future plans for our district, one of the options would be to try to implement an I&I plan (input and infiltration). The last report that D. Olson provided showed that we had an increase in the amount of water passing through our system of 657,000 gallons, which normally we see 275,000-375,000 gallons. Question of could this be caused by meltdown? We would need to see more data so that we can document and create trending data going forward.
- DNR Update: Grant writes state that we are still in the running for state funding. More information to be shared in the future.
- Cybersecurity: Discussed question brought forward about the safety measures in place to protect our system from any cyber threats. Our current system is primarily mechanical, but D. Wood will need to check with the software provider to see what kind of cybersecurity is offered/ included with our system.
- Secretary/Clerk Position: We will need to have all board members sign off on the February minutes that reference the hiring of Tina Heidelberger for the position so that she can be added as an authorized signer on the account. We will address next month when D. Wood is back at the meeting.
- Shorewood Land: There are 2 acres of land on the southwest corner of the park that is owned by the residents of Shorewood collectively. Question was raised of who is collecting the rent on this land and how is that rent money being returned to the residents of Shorewood. We will revisit this topic next month when D. Wood returns.
- Manhole Repair: There is a manhole that needs repair. D. Wood received a quote last year for the repair, but it had not been completed. He will follow up with the contractor to see if the bid is still good.
- Ponds: We discussed the possibility of providing tours of the ponds for interested residents and updating the current maps as a potential future project. We will keep on the agenda to discuss at our next meeting.

Motion made by R. Storck, second by S. Means to adjourn the meeting at 7:29pm.

Submitted by T. Heidelberger, Secretary/Clerk

Board Members

Dennis Wood, Chairman of the Board
Dean Findell, Treasurer
Richard Storck, Director
Sue Means, Director

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Shorewood Park Sanitary District *unapproved*
Board Minutes
Tuesday, May 10, 2022

Attendees: Rich Storcke (Board Member), Dean Findell (Board Member), Sue Means (Board Member), Dennis Wood (Board Member) Paul Slesar (*Board Member), Matthew Anderson (*Board Member), Anisha Knatchal, and Tina Heidelberger

R. Storck called the meeting to order at 7:03pm

Approval of Minutes: Motion made by R. Storcke, second by S. Means to approve the April minutes as presented.

Approval of Bills:

- MN Valley Testing Laboratories (Water Testing)–\$208. Motion made by R. Storcke, second by D. Findell.
- License Renewal (D. Wood license)–\$23. Motion to approve made by R. Storcke, second by D. Findell.
- Grand Rapids Conference (D. Wood conference)–\$500. Motion to approve made by R. Storcke, second by D. Findell.
- League of MN Cities (Insurance/Membership)– \$1610. Motion made by R. Storcke, second by S. Means.
- Misc. Expenses (D. Wood–batteries, wood plaque for Wendy Cook)–\$79.52. Motion to approve by R. Strocke, second by D. Findell.

Old Business:

- Job Descriptions: This continues to be a work in progress. Newly appointed board members have reviewed and signed the job descriptions as written. Signed copies will be kept on file.
- Board Vacancies: Open positions have been filled by Matthew Anderson and Paul Slesar. Details below in new business.
- Website: Still under consideration, left as an open item for future discussion.

New Business:

- Investment Fund: No statement to present this month. D. Findell did verify that any dividends are deposited directly into the cash account.
- Rasmussen Lawn Services–This has been our contracted lawn service provider for several years, never increased price. Motion to approve by R. Storcke, second by S. Means.
- League of MN Cities dividend check should be received. D. Wood will follow up on the status of this and report back next month.
- D. Wood has been in contact with Pete Stauber regarding funding for our expansion. D. Wood has provided the necessary documentation for the \$1.9 million of funding that we have requested.
- MPCA made an inquiry of our future plans for our district, one of the options would be to try to implement an I&I plan (input and infiltration). The last report that D. Olson provided showed that we had an increase in the amount of water passing through our system of 657,000 gallons, which normally we see 275,000–375,000 gallons. Question of could this be caused by meltdown? We would need to see more data so that we can document and create trending data going forward.
- DNR Update: Grant writes state that we are still in the running for state funding. We are currently in the front 5 runners for the grant, so once federal funds are released we should have more information.
- Road Committee: Bids will be gathered and presented next month.
- Shed/Pump House: Discussed the need to clean and dispose of any unnecessary documents in the water shed. There are several boxes of documents that need to be gone through and put in plastic totes and stored off of the ground to ensure there is no water damage. Motion made to approve \$500 for the cost of wages/supplies by R. Storcke, second by M. Anderson.
- Secretary/Clerk Position: All members signed off on the meeting minutes to authorize Tina Heidelberger to be added as an authorized signer on the checking account. Motion to approve by R. Storcke, second by S. Means.
- Shorewood Land: Discussed the 2 acres of land collectively owned by the residents of Shorewood and how the rent money collected from this is returned to the residents of Shorewood. D. Wood will check and follow up on this next month.

- Manhole Repair: There is a manhole that needs repair. D. Wood received a quote last year for the repair, but it had not been completed. He will follow up with the contractor to see if the bid is still good. D. Wood will check and follow up on this next month.
- Culvert-Lakeview Drive-Discussed a concern with water collecting in the front yard with rain at the residence of Marv & Jean Johnson. Decided that the board would look at this culvert and consult with Premier when we are getting bids on possible solutions.
- Ponds: We discussed the possibility of providing tours of the ponds for interested residents and updating the current maps as a potential future project. We will keep on the agenda to discuss at our next meeting.

Motion made by R. Storck, second by D. Findell adjourn the meeting at 8:29pm.

Submitted by T. Heidelberger, Secretary/Clerk

Board Members

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Paul Slesar, Director	woodslesar@aol.com	763-232-7755

***Newly appointed Board Members 5/10/22.**

Shorewood Park Sanitary District *unapproved*
Board Minutes
Tuesday, June 14, 2022

Attendees: Rich Storcke (Board Member), Dean Findell (Board Member), Sue Means (Board Member), Dennis Wood (Board Member) Paul Slesar (Board Member), Matthew Anderson (Board Member), Joe Heidelberger, Austin Shannon, Jeff Colbert, Bill Wood, and Tina Heidelberger

R. Storck called the meeting to order at 7:02pm

Approval of Minutes: Motion made by D. Wood, second by M. Anderson to approve the May minutes as presented.

Approval of Bills:

- Premier Asphalt

Old Business:

New Business:

- Investment Fund: No statement to present this month.
- Website Update: Matthew Anderson presented 2 different options for websites for our district. The current platform we are using has the option to accept electronic payments and messaging. The other option would be only to post/display information without any kind of interaction. M. Anderson agreed to take the position of webmaster for these sites.
- Speed Bumps: The question of adding speed bumps to the roads to help control speed was discussed. There have been speed bumps in Shorewood in the past but were removed for snow plowing issues. Discussed a campaign to remind residents of the posted speed limits and request additional patrols by the county were suggested.
- League of MN Cities dividend check was received on 12/7/21 for \$727 per D. Wood.
- Shorewood Park Maintenance: After much discussion, it was decided to form a Park Committee to address some of the issues that we are seeing with the fire pit, maintaining the parks, who is responsible for these tasks, etc. There was much discussion about the current state of the burn pile in the upper circle of Shorewood. This burn pile is for Shorewood residents ONLY, but there has been dumping from local businesses and outside residents. Another issue is that we continue to have grass clippings dumped in the burn pile, this is prohibited and is clearly posted by the burn pile. We discussed adding additional signage for this area. The area needs to be cleaned up as it has gotten too large so ideas were discussed of how to clean this area up and what the cost would be were discussed. It was agreed that this needs to be addressed outside of the SSD meeting and addressed by the Park Committee. Suggested members for the Park Committee were Joe Heidelberger, Austin Shannon, Matthew Anderson, Sue Means, and Jeff Colbert.
- Funding Expansion Updates–no decision has been made, it continues to be a topic of discussion and Pete Stauber is an integral part of pushing for the funding for our district.
- DNR Update: Grant writes state that we are still in the running for state funding. We are currently in the front 5 runners for the grant, so once federal funds are released, we should have more information *no updates*
- Road Committee: Premier Asphalt provided a bid of \$24,500 for road repairs. We would see a savings of \$5000 by confirming the bid now vs. later. P. Slesar inquired about our process for going out for bids for services provided. Question raised of what our obligation is when securing bids for services (i.e.: do we need to use the same system that the state would use when requesting an RFP?) P. Slesar was going to reach out to LOMC legal for more information.
- Shed/Pump House: T. Heidelberger will be working on this over the next month, update at our next meeting.
- Shorewood Land: Discussed the 2 acres of land collectively owned by the residents of Shorewood. Per D. Wood, he is not renting the land this year, so there is no rent being collected at this time.
- Manhole Repair: There is a manhole that needs repair. D. Wood received a quote last year for the repair, but it had not been completed. He will follow up with the contractor to see if the bid is still good. D. Wood will check and follow up on this next month.
- Culvert–Lakeview Drive–Discussed a concern with water collecting in the front yard with rain at the residence of Marv & Jean Johnson. Road committee will review and provide an update at the next meeting.

- Ponds: Some residents and board members were given a tour of the ponds. Any interested residents can inquire with a board member so that we can plan for tours.
- Dennis Wood: D. Wood is stepping down from his position as the Wastewater Operator for the district effective 6/30/22. Bill Wood was present at the meeting and provided a resume for review to take over this position. He has been an apprentice to Dennis Wood. It was discussed that we need to make this position temporary until we can decide as a board how we want to move forward. Motion was made to hire Bill Wood effective 7/1/22 for 6 months as our temporary Wastewater Operator by M. Anderson, second by D. Findell. P.Slesar abstained from this vote.
- Wastewater Operator: Discussions were made about the expectations going forward of the position including monthly operator reports. Also discussed the option of hiring this position as an independent contractor–this would avoid having to pay out PERA to this position, which would result in a savings to the district.

Motion made by R. Storck, second by D. Findell adjourn the meeting at 9:15pm.

Submitted by T. Heidelberger, Secretary/Clerk

Board Members

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Shorewood Park Sanitary District *unapproved*
Board Minutes
Tuesday, July 11, 2022

Attendees: Rich Storcke (Board Member), Dean Findell (Board Member), Sue Means (Board Member), Paul Slesar (Board Member), Matthew Anderson (Board Member), Joe Heidelberger, Michelle Leifeld, Mike Meszaros, Bill Wood, Tina Heidelberger

R. Storck called the meeting to order at 7:02pm

Approval of Minutes: Motion made by M. Anderson, second by S. Means to approve the June minutes as presented.

Appointing of Board Positions:

- Dennis Wood resigned from his position as Chairman of the Board effective 6/30/22. R. Storck read the email from Dennis Wood regarding his resignation from an email exchange on 7/1/22. He did express his interest in filling a board position after 30 days of being off the board. Resignation was accepted by the board.
- Motion to nominate R. Storck for Chairman of the Board by S. Means, second by P. Slesar. Position was accepted for a 1-year term as the Interim COB, but R. Storck wanted to be clear that he needed to rely on community and board members for support and participation. We will need to conduct an annual meeting and work as a team to develop our bylaws and follow more closely going forward. Motion carried.
- P. Slesar raised a question about the length of term for the positions on the board. Copies of bylaws needed to be shared with the board members and reviewed.

Wastewater Operator Position:

- R. Storck had been in contact with the MPCA regarding our current level of compliance and how to best move forward. After discussing the resignation of Dennis Wood and the replacement of his position with Bill Wood as discussed at our last meeting, it was brought to our attention that the required paperwork to make this transition had not been completed, which would currently leave us out of compliance. The license for Dennis Wood had expired 7/1/22. Unfortunately, Bill Wood left the meeting without further discussion to review the process and paperwork that we would need to take to complete this transition and put us back in compliance with the MPCA. A special meeting will be held later to work through this process, and we will need to call on the assistance of HR Green/Tim Corby to guide us going forward until we can work to be back in compliance.
- R. Storck will reach out to HR Green about cost for assistance and continue the conversation with the MPCA and update the board.
- Motion made by R. Storcke, second by S. Means to rescind offer to Bill Wood as Wastewater Operator based on his reaction to the discussion of plans for moving. P. Slesar abstained from the vote. Motion carried.

Approval of Bills:

- ECE-\$77
- Ink Reimbursement-\$134.98
- Envelopes-\$354.95
- Rasmussen-\$877.38
- Website Fees (GoDaddy/wix.com)-\$252.96
- Preferred Paving-\$16,800.00 (repair of some area, no sealcoating included in that bid)

Motion made by M. Anderson, second by S. Means to approve the bills as presented.

Old Business:

New Business:

- Fire Pit-Motion made by S. Means, second by P. Slesar to put fence around the existing fire pit and cones to stop any further dumping in the fire pit. Fire pit will be cleaned out with the assistance of community members the upcoming weekend. Pit will be closed until further notice.

- Meeting Location–Due to a lack of stable internet connection, M. Anderson has been working towards identifying a location for future meetings. We will be able to use Rush City Community Center for our meetings going forward. Tina will return the fire hall key and pick up key for Community Center. Due to elections, we will need to reschedule our August and November meetings to the Wednesday immediately following elections. There is no charge to use this room. Motion by M. Anderson, second by S. Means to move meeting location. Motion carried.
- LOMC Follow Up–P. Slesar agreed to follow up on our rights and responsibilities going forward as an action item. He will share an email of the proposed items with the board first before reaching out.
- Google Docs–Discussion about creating google docs to document any conversations by all board members. M. Anderson shared information with the board on how that program would work and updating information in real time, documentation of any edits made to documents, etc.
- Shorewood Website–Motion made by M. Anderson, second by S. Means to create a communication to share with residents of Shorewood about the new website, obtaining email/contact information, etc. S. Means will take this on as an action item to deliver to residents, M. Anderson will create letter/print.
- Shorewood Land–Discussion about the current land owned as a community being farmed with the land owned by Dennis Wood. Our community is currently paying taxes on that property, but the land is being farmed by Mr. Wood. It was agreed that we need to approach him again to determine how this will be handled going forward.

Motion made by P. Slesar, second by M. Anderson adjourn the meeting at 9:15pm.

Submitted by T. Heidelberger, Secretary/Clerk

Board Members

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Paul Slesar, Director	woodslesar@aol.com	763-232-7755

Shorewood Park Sanitary District *unapproved*
Board Minutes
Wednesday, August 10, 2022

Attendees: Rich Storcke (Board Member), Dean Findell (Board Member), Sue Means (Board Member), Paul Slesar (Board Member), Matthew Anderson (Board Member), Joe Heidelberger, Austin Shannon, Ray Lehn, TJ Knatcal, Anisha Knatcal, Matthew Heidelberger, and Tina Heidelberger

R. Storck called the meeting to order at 7:02pm

Approval of Minutes: Motion made by M. Anderson, second by S. Means to approve the July minutes with the following corrections. Motion carried.

- Update month from June to July
- Update date of licensure expired from 6/30/22 to 7/1/22 for Dennis Wood's Wastewater Operator License.

Wastewater Operator Update:

- Jay (Interim Wastewater Operator from HR Green) presented his monthly report to the board
- He has been working with the MPCA to complete the necessary forms to show Rich as the new owner, Jay Sockness as the operator, and removing Dennis Wood as owner/operator.
- New modem was installed at the pump house, spoke with Cody from Quality Flow (vendor we use for monitoring our system)
- Spoke with Jeff Hoffman at Minnesota Valley Testing (vendor we use for testing our water samples from the ponds) about testing schedule/discharge schedule.
- Reviewed the O&M manual and determined a weekly schedule of observations (daily-flow readings, precipitation, weather, and weekly-water depth at ponds, inspect ponds for excessive surface growth, vegetation, erosion, pest control)
- We are still needing the past operator to submit the June readings; Rich will follow up with him to ensure that this information is submitted as well as the records from January 2022-June 2022 to be turned over to the board.
- Discussed potential for obtaining bids for updating equipment on control panels at pump station 1 & 2, currently they are outdated and would need to be replaced. This would be a special budget item to be considered.
- Planning to discharge ponds in September/October and quarterly samples are scheduled.

Approval of Bills:

- ECE-\$72
- Rasmussen-\$515.00
- Receipts (locks/keys)-\$29.06
- LJJ Wastewater Maintenance (jetting/televising lines)-\$2681.25
- Receipt (lock boxes)-\$103.00

Motion made by R. Storck, second by D. Findell to approve the bills as presented.

Financial Report:

- Current checking account balance (as of 8/10/22) is \$48,370.85.
- Our investment funds have a balance of \$206,800.81 (bond matures 1/19/2027 at a rate of 2.75%) and our cash value account is currently at \$17,000.88

Chairman Update:

- Modem at pump house has been replaced and it is functioning properly.
- Addition of residence to our district. This is a new build at the far north end. Contractor will have a SAC fee of \$2500, new resident will be billed for \$53/month for the sanitary district fees. Tina will work with Rich to obtain the information about the new homeowners.
- Road repairs are scheduled to start 8/11/22. Preferred Paving is the contractor doing the work for our district. Most of the work will be patching problem areas. There are 2 new driveways on Shorewood that will need to be repaired to bring the new driveway to the street, this will be paid by the subcontractor but will be done while the road repairs are being performed.

Old Business:

- Shorewood Land–Discussion about the current land owned as a community being farmed with the land owned by Dennis Wood. Our community is currently paying taxes on that property, but the land is being farmed by Mr. Wood. Rich will discuss with Mr. Wood about how this will be handled going forward and how we can work to ensure that past profit from land rental is reimbursed to the member of Shorewood.

New Business:

- Bylaws–All board members have been provided with a copy of the bylaws. P. Slesar presented a list of talking points to the group (attached copies). M. Anderson also added some items to the list for future discussion. Everyone agreed that we need to schedule a separate special meeting to discuss changes that need to be made and plans to implement/adhere to the bylaws as written. P. Slesar has an action item to contact LOMC to inquire about possibly attending this meeting and how much legal advice (if any) is available to our group as part of the annual fees that we pay to LOMC.
- Fire Pit–Cleanup of the burn pit was completed in July (thank you to Matt Anderson, John Maher, Joe Heidelberger, Katherine Heidelberger, Matthew Heidelberger, and Rick Storck for your work in completing this task). There was quite a bit of discussion on how the burn pit got to the point it was and what plans were for opening the pit back up and how to maintain this area going forward. It was decided that this will be tabled and turned over to the Shorewood Park Committee to address and present back to the board a plan to move forward. Motion was made by M. Anderson, second by S. Means to compensate John Maher in the amount of \$200 for the use of his bobcat and fuel to complete the clean up of the burn pit. Motion carried. M. Anderson has created a survey on the fire pit for all Shorewood residents that will be sent out to get a consensus on use/maintenance of the burn pit.
- Public Website/Shorewood Letter–M. Anderson shared an update on the Shorewood Park website. Updates will continue to be made. Data is now available on daily flow rates of the system, which has been something that we have been wanting to be transparent with the residents of the district about for several years. We had several responses to the letter and updates are being made to accounts based on that feedback. We currently have 23 members registered to the site as well.
- National Night Out–Motion made by S. Means, second by R. Storck to plan for next year for Shorewood Park residents to host an event to bring the community together. More information to come on that in the future. P. Slesar voted neigh, motion was carried.
- Lawn Service–M. Anderson presented information on bids from Rasmussen Services to mow all areas of Shorewood Park vs. residents maintaining the areas. Cost would be \$200 for the large upper park, \$25 small park, \$45 for entrance/sign. This does not include weed trimming, only mowing. The amounts were quoted for each time the areas were mowed. This subject was tabled and turned over to the Parks Committee to address and present a plan to the board moving forward.

Motion made by P. Slesar, second by M. Anderson adjourn the meeting at 9:00pm.

Submitted by T. Heidelberger, Secretary/Clerk

Board Members

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612-432-0213		
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Shorewood Park Sanitary District *unapproved*
Board Minutes
Tuesday, September 13, 2022

Attendees: Rich Storck (Board Member), Dean Findell (Board Member), Sue Means (Board Member), Paul Slesar (Board Member), Matthew Anderson (Board Member), Anisha Knatcal, and Tina Heidelberger

R. Storck called the meeting to order at 7:07pm

Approval of Minutes: Motion made by P. Slesar, second by M. Anderson to approve the August minutes with the following corrections. Motion carried.

Wastewater Operator Update:

- Jay (Interim Wastewater Operator from HR Green) presented updates to the board
- We are now up to date with all forms and updates with the MPCA and in compliance.
- New modem was installed at the pump house, we are having issues. R. Stork will address in his updates.
- Quarterly samples were taken today for quarter 3 and will be sent in for testing tomorrow 9/14.
- They have started the discharge process of discharge from the primary pond to the secondary pond. Current reading is at 49", the goal is to get down to 24-30" and this will be done over a span of 4-5 days as they can only discharge a certain amount each day. There is a 2-week window after discharge and they will draw samples from the secondary pond to ensure that levels are safe enough to then discharge to the county ditch. Goal is to complete by the end of September, pending the test results. We are licensed to do 2 discharges per year (usually spring after ice out/thaw and again September/October).
- Jay has identified some of the tools that we currently have that need replacement or repair. Jay will be taking the tools to vendors to have evaluated and we will discuss at our next meeting what needs repair/replacement.

Chairman of the Board Update:

- New modem was installed but is not functioning properly. R. Stork was receiving calls in the middle of the night when it would go offline. Quality Flow has identified that it was a bad modem from the manufacturer, and they will replace it at no cost to the district. The unit is still able to store the readings, just not upload the readings so once it is replaced, we should be able to still pull that data.
- R. Storck has been doing the weekly readings at the pumps.
- We received an inquiry from current resident Todd Dosch about the possibility of adding a new home to our system and if that would be a possibility. R. Stork will check with Tim Korby from HR Green about this inquiry. He would need to submit a plan for engineering along with a SAC charge to the homeowner. This is a possible home to be built in Rush Lake Estates.
- P. Slesar posed the question of having an apprentice under Jay? R. Stork explained that we would like to leverage some of our current residents to assist with some of the daily/weekly requirements to help control the cost but he first wants to have a full understanding of the operator role first. It was agreed that it is important that more than just one person have a full understanding of this role and requirements to ensure that we can clearly communicate to the residents what is required from this position.

Approval of Bills:

- ECE-\$165.26
- Rasmussen-\$845
- Quality Flow-\$1061.27
- USPS-\$76 (yearly PO box rental)
- Receipts-\$30.22 (supplies for fire pit survey for copies/rubber bands)
- Preferred Paving-\$4000 (making payments vs. lump sum)

Motion made by D. Findell, second by S. Means to pay the bills as presented except for Quality Flow.
Motion made by R. Stork, second by M. Anderson to hold payment until modem has been replaced.

Financial Report:

- Current checking account balance (as of 9/13/22) is \$51,806.77.
- Our investment funds have a balance of \$206,875.82 (bond matures 1/19/2027 at a rate of 2.75%) and our cash value account is currently at \$17,002.39

Old Business:

- Shorewood Land–Discussion about the current land owned as a community being farmed with the land owned by Dennis Wood. Our community is currently paying taxes on that property, but the land is being farmed by Mr. Wood. Motion was made by P. Slesar, seconded by R. Stork to survey the land/areas in question after receiving 2 bids from different vendors. Bids would be for the farmland in question in addition to the area where the sign is located currently.
- Public Website–We currently have 33 members of our district now signed up with the website!
- Bylaws Updates–Working meeting is scheduled for Tuesday, September 27th at 7pm at the Rush City Community Center for board members to work on updates/changes to the current bylaws.

New Business:

- Park Committee Meeting
 - A. Events
 - B. Fire Pit–Based on the feedback from the survey it was an 11 to 3 vote to keep the fire pit open for Shorewood Residents only (any resident that pays sanitary district fees). Any resident that burns would be responsible for pulling a permit, ensuring that the fire is completely extinguished by 8am the next day, and sending an email to the Shorewood Community website to notify board members of plans to burn. Because Shorewood Sanitary District pays taxes on this land, we would be responsible as a board to maintain/manage the fire pit.
 - C. Signage–M. Anderson provided information on pricing for new signs for the parks. Motion made by P. Slesar, seconded by M. Anderson to approve signs at a maximum of \$1500.
 - D. Lawn Care–Decision was made by Park Committee to not hire out for mowing of parks/entry to Shorewood. Cost would have been \$345 for each time the areas were mowed. All residents will continue to maintain a section of the parks. Joe Heidelberger volunteered to move the grass around the front sign/main drive.

Motion made by R. Stork, second by M. Anderson adjourn the meeting at 8:37pm.

Submitted by T. Heidelberger, Secretary/Clerk

Board Members

Richard Storck, Chairman of the Board	shorewoodstorck@gmail.com	612-919-5119
Dean Findell, Treasurer	dean.findell@gmail.com	763-222-3050
Sue Means, Director	smeans51@yahoo.com	763-438-0780
Matthew Anderson, Director 612-432-0213	shorewoodanderson@gmail.com	
Paul Slesar, Director	shorewoodslesar@gmail.com	763-232-7755

Shorewood Park Sanitary District *approved*
Board Minutes
Tuesday, October 11, 2022

Attendees: Rich Storck (Board Member), Dean Findell (Board Member), Sue Means (Board Member), Paul Slesar (Board Member), Matthew Anderson (Board Member), Tim Fairclough, Kari Fairclough, Tina Heidelberger

R. Storck called the meeting to order at 7:04pm

Approval of Minutes: Motion made by D. Findell, second by S. Means to approve the September minutes. Motion carried.

Wastewater Operator Update:

- Jay (Interim Wastewater Operator from HR Green) presented updates to the board
- The completion of televising the lines from Rush Lake Estates to Lakeview Drive is now complete (Rush Lake Way north-south shoreline-Lakeview Drive). No major issues found.
- The transfer from the primary pond to the secondary pond is complete. Next step is to discharge to the creek. We are currently sitting at approximately 60", goal is to reduce this level to 30" over the next 4 days, then we will test again.

Chairman of the Board Update:

- New modem was installed and is now functioning properly. R. Storck will have it put back to making calls if there are any issues now that it is confirmed to be working properly.
- R. Storck has been doing the weekly readings at the pumps continues to do the weekly readings at the pumps.
- Todd Dosch has closed on the property in Rush Lake Estates. Next steps to add a home to our system would require the homeowner to provide plans and complete a septic permit.
- Our current permit allows 15,000 gallons/day to be pumped, we are currently at 18-21,000/ gallons per day, which is higher than a couple of years ago. Educating resident on I&I, addressing any identified residences with issues, and maintaining our system will help to reduce this number.
- We are required by our permit to have our pumps checked and calibrated. This was performed by Quality Flow as part of our permit requirements.
- The ditch to the creek may need some work done R. Storck and TJ Knatchel will assess.

Approval of Bills:

- ECE-\$165.31
- Reimbursement to Tina-\$14.25 (difference for postage increase for envelopes ordered)
- Quality Flow-\$1661.27 (left station check and modem installation)
- USPS-\$369.20 (envelopes with postage)
- League of Minnesota Cities-\$2119 (annual dues)
- Premier Paving-\$4000 (repair of roads, final payment)

Motion made by P. Slesar, second by S. Means to pay the bills as presented except for LOMC. Motion made by R. Stork, second by M. Anderson to hold payment until R. Storck can investigate this bill more.

Financial Report:

- Current checking account balance (as of 10/11/22) is \$44,7360.94
- Our investment funds have a balance of \$202,222.49 (bond matures 1/19/2027 at a rate of 2.75%) and our cash value account is currently at \$17,004.06.

Old Business:

- Shorewood Land-P. Slesar received 2 responses from the 3 requests for bids for surveying the land. Motion made to accept bid from Kroschel Land Surveying at \$1000 by M. Anderson, seconded by P. Slesar. Motion carried.
- Bylaws Updates-Working meeting is scheduled for Wednesday, November 9th at 6pm prior to our monthly meeting to work on bylaws.
- New Signs-Posts have arrived, but signs have not been delivered yet.

New Business:

- Drop Box @ Pump House–Motion made by R. Storck, second by D. Findell to obtain cost to add a locked drop box at the pump house for residents to use to drop off payments. Motion carried.
- Welcome Letter–Reviewed the draft

Motion made by P. Slesar, second by D. Findell adjourn the meeting at 8:00pm.

Submitted by T. Heidelberger, Secretary/Clerk

Board Members

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Sue Means, Director	smeans51@yahoo.com	763-438-0780
Matthew Anderson, Director	shorewoodanderson@gmail.com	
612-432-0213		
Paul Slesar, Director	shorewoodslesar@gmail.com	763-232-7755

Shorewood Park Sanitary District *approved*
Board Minutes
Wednesday, November 9, 2022

Attendees: Rich Storck (Board Member), Dean Findell (Board Member), Sue Means (Board Member), Paul Slesar (Board Member), Tim & Kari Fairclough, Tina Heidelberger, Cathy & Julian Conley, Steven Rossi, Jeff & Michelle Nelson, Marcia Seim, Leroy Berquist, Dan Means, George Folk, Ray Lehn, Rick & Lisa Wright, Nick Roloff, Bob Burch, Colleen Roloff

R. Storck called the meeting to order at 7:05pm

Approval of Minutes: Motion made by R. Storck, second by D. Findell to approve the October minutes. Motion carried.

Wastewater Operator Update:

- Jay (Interim Wastewater Operator from HR Green) was not able to attend, Rich included the updates in his Chairman of the Board Update.

Chairman of the Board Update:

- Pre-discharge testing was done in September on Chisago County ditch #8 (where we make the final discharge for our sanitation system).
- June DMR reports were completed and reported to the MPCA. Completion of this task took about 6 hours, this was performed by Jay and we will be billed for this.
- October DMR is completed.
- I&I totals were approximately 603,000 gallons, which is 50,000 higher than past months. Our average is 19,000 gallons/day with a maximum reading of 22,000 gallons/day. Replacing the check valves will help to reduce this number. This will be completed in November
- Ponds are set for winter months and hardcovers are installed.

Approval of Bills:

- ECE-\$160.37
- HR Green-\$3418.50
- LOMC-\$2119
- NCL-\$27.66
- Kroschel Land Surveyors-\$1000
- Prefer Paving-\$500

Motion made by D. Findell, second by S. Means to pay the bills as presented except for NCL, motion made by R. Storck to put on hold, second by D. Findell.

Financial Report:

- Current checking account balance (as of 11/9/22) is \$43,565.30
- Our investment funds have a balance of \$202,222.49 (bond matures 1/19/2027 at a rate of 2.75%) and our cash value account is currently at \$17,004.06.

New Business

- Shorewood Land-Survey of Shorewood land is complete, and markers are in place for the 2 acres owned collectively by the resident. Survey map attached. Board will address plans for this land at a future meeting.
- New Signs-to be installed
- Safety Deposit Box-need to remove Dennis Wood from the listed of authorized users. Add Dean Findell, Paul Slesar, Sue Means, and Rick Storck
- Dredging Channel-Kari Fairclough presented a request to have the current permit put in Shorewood Sanitary Districts name. There is no financial responsibility to Shorewood Sanitary District. They are wanting to have areas in the channel dredged, but we would need to update and amend the original permit to do so. There was a group of homeowners at the meeting who planned to stay after our SSD meeting to discuss dredging. Permits (1964-0375 and 1963-0372) must be amended as per the DNR suggestion before dredging can be scheduled by February. A motion was made by S. Means to approve this request, seconded by R. Storck. P. Slesar voted no, motion carried.

Old Business:

- Bylaw Updates–tabled to a future meeting.

Motion made by P. Slesar, second by D. Findell adjourn the meeting at 8:00pm.

Submitted by T. Heidelberger, Secretary/Clerk

Board Members

Richard Storck, Chairman of the Board	shorewoodstorck@gmail.com	612-919-5119
Dean Findell, Treasurer	dean.findell@gmail.com	763-222-3050
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Matthew Anderson, Director	shorewoodanderson@gmail.com	
612-432-0213		
Paul Slesar, Director	shorewoodslesar@gmail.com	763-232-7755

Shorewood Park Sanitary District **approved**

Board Minutes

Tuesday, December 13, 2022

Attendees: Rich Storck (Board Member), Dean Findell (Board Member), Sue Means (Board Member), Paul Slesar (Board Member), Matthew Anderson (Board Member) Tim & Kari Fairclough, Tina Heidelberger, Doug Knollmaier, Brenda Wilsey, Joe Heidelberger

R. Storck called the meeting to order at 7:00pm

Approval of Minutes: Motion made by R. Storck, second by D. Findell to approve the November minutes with proposed corrections. Motion carried.

Wastewater Operator Update:

- Jay (Interim Wastewater Operator from HR Green) was not able to attend, Rich included the updates in his Chairman of the Board Update.

Chairman of the Board Update:

- November DMR's have been completed and submitted to the MPCA.
- New check valve was installed, and it shows a great improvement in the I&I, readings dropped from 16,800 gallons/day to 9,680 gallons/day which is approximately a 40% reduction in our I&I.
- December quarterly testing will need to be completed, this will take approximately 4 hours and needs to be completed before the end of the month. Samples will be sent to MTVL for testing once collected.
- Jay (Interim Wastewater Operator from HR Green) will be done 12/31/22. We will be bringing on Jerry Peterson from LLJ Wastewater as our new operator 1/1/22.

Approval of Bills:

- ECE-\$164.84
- HR Green-\$9,716.88
- Quality Flow-\$7,534.69
- Rasmussen Services-\$1,545.00

Motion made by P.Slesar, second by D. Findell to pay the bills as presented.

Financial Report:

- Current checking account balance (as of 11/9/22) is \$44,365.00
- Our investment funds have a balance of \$196,518.07 (bond matures 1/19/2027 at a rate of 2.75%) and our cash value account is currently at \$17,010.30.

New Business

- New Wastewater Operator-we will need to create a contract and approve cost at our next meeting for the new operator.
- Winter Road/Plowing Rules-we will need to follow the township guidelines for winter plowing. We ask homeowners to keep vehicles, fish houses, boats, trailers at least 2' from the road. Any yard markers must be the break-away type and allow 18". The township will plow when we have 2" or more of snow.
- Sewer Permit-New Build-Rich has created a draft of the sewer permit that we will use. We discussed a \$75 free if a road is disturbed to cover the cost of inspections and \$150 for sewer permit fee. There will be a \$2500 SAC charge as well. Discussion was tabled to the next meeting to allow time to obtain information from other cities/townships.
- Expansion Funding Update-Becky continues to work with our new representative on obtaining federal/state funding for our expansion.
- Tim Korby/Submittal Application-Discussion about whether we would have Tim Korby complete our application for funding. Cost would be \$1000. Motion by P. Slesar, second by D. Findell to have Tim Korby complete the application process. Motion carried.

Old Business:

- New Signs-signs are here, need to have some drilling done to make them work with the posts that were installed, M. Anderson will take care of this. Tim Fairclough has installed reflectors on the current signs to avoid any collisions.
- Survey-Copy of the completed survey will be posted on the website. Discussed adding a survey to the website to collect feedback from residents on what to do with this land (sell, rent, etc.). Discussion tabled to next meeting.

- Dredging-P. Slesar provided an email from LOMC regarding our request to change the permit to SSD for the proposed dredging. To summarize the email, we would need to confirm that the contractor has liability insurance. S. Means will confirm with the potential contractor that they possess liability insurance coverage.

Motion made by P. Slesar, second by D. Findell adjourn the meeting at 8:00pm.

Submitted by T. Heidelberger, Secretary/Clerk

Board Members

Richard Storck, Chairman of the Board	shorewoodstorck@gmail.com	612-919-5119
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