



Alexandria Lake Area Sanitary District

Board of Directors Meeting Minutes

Date: August 13, 2025

Time: Meeting called to order at 5:30 PM by Chairman Thalman

1. Attendance

Members Present: Diedrich, Eldevik, Lerohl, Nettestad, Rentz, Sternquist, Thalman, Tvrdik, Waldorf

Members Absent: Bowen, Dahlheimer, Niblett

Staff Present: Executive Director Gilbertson, Deputy Finance Director Kluver, Collection Superintendent Timm, Plant Superintendent Drewes, HR Bergs, and Engineer Bye.

Guests: None

2. Consent Agenda

A motion was made by **Nettestad**, seconded by **Waldorf**, to approve the consent agenda items as presented:

- Treatment Facility Report
- Collection System Report
- Engineer's Report
- List of Bills
- Meeting Minutes
- Report of Investments
- Revenue – ALP Billing
- Monthly Dashboard Summary
- Revenue & Expenditure Report

Motion carried.

3. Staff Reports

- **Finance Report (Deputy Finance Director Kluver):**
 - Prepared ALASR Sewer Extension Project Connection and Charges Ordinance for 1st reading.
 - Preparing ALASR Sewer Extension Project assessment document for review at September meeting and submittal to County Assessor in November.
 - Received WRF bids and reviewed them before submitting all bids to CMAR Rice Lake for tabulation for the WRF GMP workshop.
 - Updated the financial data for the PFA application to reflect current FY and 2026 projected financials.
 - Researching and organizing the documents and submissions that will be required for all the projects requiring prevailing wages: MPCA Resilience Grant for generators, EQ Basin and WRF.
 - Notable payments for the month.
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- **Treatment Facility Report (Plant Superintendent Drewes):**
 - Vibration testing on large motors by Missouri River Energy Services.
 - New back-up generator official start-up and plant testing
 - Testing of centrifuge polymers to explore more efficient chemical use.
 - Reconfigured battery backups for multiple PLC's.
 - Transferred diesel fuel from underground storage tank to new generator.
 - Submitted the annual Chronic Whole Effluent Toxicity (WET) Test and received passing results.
 - Replaced front gate rollers, latch, and adjusted chain link fencing.
 - Legacy of the Lakes Museum Lake Day student tour.
 - Ordered parts to repair skimmer arm of DAFT.
 - Replaced the SC1000 control card.
 - Repaired polymer pump line for DAFT.
 - Fixed leaks on the main building roof.
 - Cleaned North Clarifier scum pit.
 - Cleaned filter screens on main building.
 - Fire Department Tour (MMUA Safety)
 - Routine maintenance, lawn care and cleaning.
 - **Collection System Report (Collection Superintendent Timm)**
 - Steve K, Keith K, and Darren G attended the 2025 MWOA annual conference July 23-25 in Grand Rapids.
 - Collection crew removed & replaced one pump at LS62, LS100, LGR4, IR5 & AR22.
 - Removed & replaced one transducer each at IGS18 & LS111.
 - LS1 site electrical work has started. REA bored in a new service line & set a new tub. Alex Electric hooked the existing control panel to the new service temporarily and is placing conduits & preparing to pour concrete for the new controls building & new generator.
 - IGS 1 and IGS 2 have been raised and improved.
 - Site work continues at LS26, LS42, and LS93 for new generators scheduled to arrive in December.
 - Work continues with Ottertail Power on issues with electrical service to LS85 & LS111
 - Crew activity summary:
 - 654 locates
 - 11 service connection inspections
 - 24 lift station annuals
 - 10 mini lift station annuals
 - 8 lift station flush/vacs
 - 20 mini lift stations flush/vacs
 - 59-line segments televised
 - 1 line root sawed
 - 252 lines jetted
 - Chemical fill & test for odor control at LS 73, LS 81, LS 82, & LS 85.
 - Ongoing mowing, weed control, and bug spraying at lift station sites
 - **Engineer's Report (Engineer Bye)**
 - LS1/Forcemain Improvement design
 - LS4 Improvements
 - 34th Avenue improvements
 - Future projects and GIS updates
 - ALASR project progress
 - General Engineering Items
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4. Public Presentations

- Executive Director Gilbertson presented the first reading of the **ALASD FY2026 Budget**.
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5. Action Items

- **FY2026 Annual Budget**
Motion by **Nettestad**, seconded by **Lerohl**, to approve Authorization to advertise and schedule public hearing for **ALASD FY2026 Annual Budget**, hearing date September 10, 2025. **Motion carried.**
- **Resolution 25-13**
Motion by **Tvrdik**, seconded by **Diedrich**, to approve **Resolution 25-13**, Approval of Contract Task Order Authorization with Brown and Caldwell to perform Engineering Construction Services. **Motion carried.**
- **Resolution 25-14**
Motion by **Nettestad**, seconded by **Rentz**, to approve **Resolution 25-14**, Approval of Contract Task Order Authorization, Special Inspection and Construction Testing, American Engineering Testing AET Proposal No. P-0044735. **Motion carried.**
- **Resolution 25-15**
Motion by **Lerohl**, seconded by **Nettestad**, to approve **Resolution 25-15** Approval of Contract Amendment No. 3, Rice Lake Construction Group GMP for Water Reclamation Facility Improvement Project, amendment not to exceed \$75,515,753. **Motion carried.**
- **Pay Request #9 and Change Order #2 – Kuechle Underground, Inc.**
Motion by **Sternquist**, seconded by **Nettestad**, to approve **Pay Request #9 and Change Order #2** in the amount of **\$401,637.87** and **\$85,130.20** to Kuechle Underground, Inc. for the 2024 ALASR Sewer Extension Project. **Motion carried.**
- **Resolution 25-16**
Motion by **Eldevik**, seconded by **Waldorf**, to approve **Resolution 25-16** Approval to purchase (1) 2025 Kubota RTV-X-CAB DIESEL UTV from Alex Power Equipment. **Motion carried.**
- **FY2025 2nd Quarter Report**
Motion by **Lerohl**, seconded by **Diedrich**, to approve **FY2025 2nd Quarter Report**. **Motion carried.**

6. Old Business

- Executive Director Gilbertson informed the Board that the **WRF Improvement Project loan application** to Minnesota Public Facilities Authority (MPFA) was submitted July 28, 2025.
 - Executive Director Gilbertson informed the Board that the **Point Source Implementation Grant (PSIG) application** was submitted with supporting documents to the MPFA on July 23, 2025.
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7. New Business

- Updates provided by Executive Director Gilbertson on:
 - WRF Improvement Project – EQ Project Pre-Construction meeting on July 30, 2025
 - ALASR Board meeting (August 6, 2025)
 - Cost of Service/Rate Study- AE2S has held 3 progress meeting in July
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8. Special Project & Regulatory Updates

- **Comment letter to MPCA:** Regarding letter and NPDES permit requirements sent August 4, 2025. Public comment period ended August 4, 2025.
 - **MESERB comment letter:** Submitted to MPCA on August 4, 2025.
 - **MPCA Smart Salting & Water Softener Certification Training:** To be held at ALASD on September 4, 2025.
 - **WRF Project Update:** Brown and Caldwell memo presented by Executive Director Gilbertson.
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Adjournment

Chairman Thalman adjourned the meeting at **7:00 P.M.**

Minutes Approved By:


Rebecca Sternquist, Secretary


Roger Thalman, Chairman
