



Alexandria Lake Area Sanitary District

Board of Directors Meeting Minutes

Date: October 8, 2025

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

1. Attendance

Members Present: Bowen, Dahlheimer, Diedrich, Lerohl, Rentz, Sternquist, Thalman, Waldorf

Members/Staff Absent: Eldevik, Nettestad, Niblett, Tvrdik, HR Bergs

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

Guests: Miranda Kleven, P.E., AE2S

2. Consent Agenda

A motion was made by Rentz, seconded by Diedrich, to approve the addition of two change orders to the agenda: Motion carried.

A motion was made by Lerohl, seconded by Nettestad, 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):**
 - Mailed out assessment notification letters and project updates for the ALASR 2024 Sanitary Sewer Extension Project.
 - Continued work and submissions on prevailing wages for the WRF and EQ projects.
 - Completed month end and reconciliations of all fund accounts.
 - Completed FY2025 Quarter 3 end and in process of submitting all required quarterly reporting to IRS and MN.
 - Working in coordination with HR Bergs on requirements of withholding and reporting for the PFMLA.
 - Attended the MMUA Developing Utility Expertise and Leaderships 1st session in the cities. This is a yearlong development training with numerous sessions both online and in person.
 - Preparing for the transition of Bremer to Old National which occurs October 17-20, 2025.
 - Notable payments for the month were reviewed.
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- **Treatment Facility Report (Plant Superintendent Drewes):**
 - Completed required annual overhead crane inspections.
 - Finished testing new alarm system for CP100, CP200, CP400 and Main PLC.
 - Worked with Primex adding alarms from new system, updating miss labeled alarm tags, and updating alarm descriptions.
 - Completed required PFAS testing on biosolids before land application.
 - Bi-annual mercury testing completed.
 - Cleaned effluent sample line from outfall.
 - Working on changing clarifier gear case oil.
 - Worked with Primex to replace PLC card in Main Lift Station PLC.
 - Leveled ground, added black dirt, and planted grass seed around new generator.
 - Installed faulty sensor repairing poly scale for biosolids.
 - Continue working with rice lake to identify items such as electrical, underground piping, etc.
 - Routine maintenance, lawn care and cleaning.

- **Collection System Report (Collection Superintendent Timm)**
 - LS 71, removed and installed 2 new impellers and new guide bar brackets.
 - LS 1, raised the wetwell & checkwell with Tradesman Construction & Rollies Crane Service.
 - Ziegler performed startup of new generator at LS 1.
 - E-ONE residential station LGR 15 was removed & demo work completed on West Lake Cowdry.
 - Removed and replaced 1 pump at HR 10 and both pumps at LGR 43.
 - Installed 1 new pump at AR 23.
 - Crew activity summary:
 - 622 locates.
 - 6 service connection inspections.
 - 110 residential E-ONE inspections.
 - 30 mini lift station inspections.
 - 0 lines root sawed.
 - 228 lines jetted.
 - 81 lines televised
 - Chemical fill & test for odor control at LS 73, LS 81, LS 82, & LS 85.
 - Ongoing mowing, weed control, and pest control at lift station sites.

- **Engineer's Report (Engineer Bye)**
 - WRF Equalization Basin Construction
 - LS1/Forcemain Improvement design
 - LS4 Improvements
 - 34th Avenue improvements
 - LS 28 Pump Station & Forcemain Improvement
 - Future projects and GIS updates
 - ALASR project progress
 - General Engineering Items

4. Public Presentations

- Miranda Kleven, P.E. AE2S shared her findings and recommendations regarding the 2025 ALASD Cost of Service (COS) and Rate Analysis.
- Executive Director Gilbertson gave the first reading of the proposed Ordinance No. 3, Approval of the proposed User Rates for 2025.

5. Action Items

- **Ordinance No. 3**
Motion by Diedrich, seconded by Lerohl, to approve Ordinance No. 3: Establishing Sewer User Rates, first reading. Motion carried.
- **Pay Request #11**
Motion by Waldorf, seconded by Dahlheimer, to approve Pay Request #11 in the amount of \$538,530.96 to Kuechle Underground for the 2024 ALASR Sewer Extension Project. Motion carried.
- **Pay Request #2**
Motion by Rentz, seconded by Waldorf, to approve Pay Request #2 in the amount of \$1,147,845 to Rice Lake Construction for the ALASD EQ Basin Project. Motion carried.
- **Pay Request #1**
Motion by Bowen, seconded by Dahlheimer, to approve Pay Request #1 in the amount of \$954,714 to Rice Lake Construction for the ALASD WRF Improvement Project. Motion carried.
- **Resolution 25-20**
Motion by Dahlheimer, seconded by Waldorf, to approve Confirmation of Request for Engineering Service, Lift Station 28 Pump Station/Forcemain Improvements. Motion carried.

6. Old Business

- Executive Director Gilbertson updated the Board on the House Capital Investment Committee presentation he gave on September 25, 2025 at Alexandria Technical College.

7. New Business

- Updates provided by Executive Director Gilbertson on:
 - MESERB letter to MPCA outlining key priorities for 2026.
 - ALASR Board meeting (October 7, 2025)


8. Special Project & Regulatory Updates


- MPCA held a Lake Agnes and Lake Henry Total Phosphorus/Total Chloride TMDL meeting on October 2, 2025.

Adjournment

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

Minutes Approved By:


Rebecca Sternquist, Secretary


Rodney Eldevik, Vice-Chairman