



Alexandria Lake Area Sanitary District

Board of Directors Meeting Minutes

Date: December 10, 2025

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

1. Attendance

Members Present: Chair Thalman, Dahlheimer, Diedrich, Eldevik, Lerohl, Nettetstad, Niblett, Rentz, Sternquist, Tvrdik & Waldorf

Members/Staff Absent: Bowen, Deputy Finance Director Kluver

Staff Present: Executive Director Gilbertson, HR Bergs, Collection Superintendent Timm, Nick Olson, Asst. Collection Superintendent, Plant Superintendent Drewes and Engineer Bye.

Guests: Keith Kramer, ALASD

2. Consent Agenda

A motion was made by Nettetstad, seconded by Dahlheimer, 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): E.D. Gilbertson presented for Kluver.**
 - Certified the delinquents, past due WTEFs, ALASD Connection Charges and ALASR Sanitary Sewer Extension project assessments to the Douglas County Assessor for 2026 taxes.
 - Ongoing submissions related to prevailing wage compliance for the WRF and EQ projects.
 - Attending training on OBBB (Big Beautiful Bill) no tax on overtime. Calculating the FLSA qualified overtime of our employees for year 2025 by going through all timecards and documenting on a spreadsheet. A statement will be provided to employees with their W2s showing qualifying FLSA overtime credit.
 - Preparing documentation for the 2023 GO Series Bond arbitrage reporting.
 - Notable payments for the month were reviewed.
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- **Treatment Facility Report (Plant Superintendent Drewes):**
 - Hauled Biosolids, calibrated spreaders and biosolids spreading was complete.
 - Replaced air filters in air handler of main building.
 - Installed insulation in secondary scum pits.
 - Re-installed radar in Main Lift Station.
 - Prepared for ferric tank cleaning.
 - Working with ALP on submitting for a LED light retro fit rebate.
 - Repairing west primary skimmer.
 - Preparing MPCA annual biosolids report.
 - Repair plant snowplow, prepare equipment for winter.
 - Continued working with Rice Lake- shutting of plant water, installing Main Lift Station sensors, bypass, etc.
 - Routine maintenance, snow removal and cleaning.
 - **Collection System Report (Collection Superintendent Timm)**
 - Regular scheduled jetting is completed.
 - Started final round of Semi-Annual Lift Station inspections.
 - Finished inspection of Air Release Manholes.
 - Removed and replaced pumps at AGS27 and LGR44.
 - Installed new panel and pumps at LS6, worked with Electric Pump and Primex.
 - Installed new guide bars and pump stands at MGS5, one of the two last cable stations. MGS4 was completed December 1 by ALASD and Quality Flow.
 - Hyperline cleaned, grouted and lined three gravity manholes on Latoka LN SW.
 - Brad Timm participated in a collection system round table discussion at the MPCA Annual Conference and Training on November 19th.
 - Crew activity summary:
 - 251 locates.
 - 21 service connection inspections.
 - 0 residential E-ONE inspections.
 - 0 mini lift station inspections.
 - 0 lines root sawed.
 - 22 lines jetted.
 - 53 lines televised
 - Chemical fill & test for odor control at LS 73, LS 81, LS 82, & LS 85.
 - **Engineer's Report (Engineer Bye)**
 - WRF Equalization Basin Construction
 - WRF Improvements Construction
 - LS1/Forcemain Improvement design
 - LS4 Improvements
 - LS 28 Pump Station & Forcemain Improvement
 - Future projects and GIS updates
 - ALASR project progress
 - General Engineering Items
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4. Public Presentations

- None
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5. Action Items

- **Resolution 25-22**
Motion by Lerohl, seconded by Tvrdik, to approve Resolution 25-22: Establishing Non-Affiliated Employee Salary Ranges for 2026. Motion carried.
- **Resolution 25-23**
Motion by Niblett, seconded by Rentz, to approve Resolution 25-23: Establishing ALASD Board of Directors Compensation for FY2026. Motion carried.
- **Resolution 25-24**
Motion by Nettestad, seconded by Tvrdik, to approve Resolution 25-24: Approval of Confirmation of Request for engineering services, detailed 2026 Scope of Services with Widseth Consultants. Motion carried.
- **Pay Request #4**
Motion by Nettestad, seconded by Waldorf, to approve Pay Request #4 in the amount of \$291,000 to Rice Lake Construction for the ALASD EQ Basin Project. Motion carried.
- **Pay Request #3**
Motion by Rentz, seconded by Niblett, to approve Pay Request #3 in the amount of \$495,074 to Rice Lake Construction for ALASD WRF Improvement Project. Motion carried.
- **Resolution 25-25**
Motion by Eldevik, seconded by Waldorf, to approve Resolution 25-25: Approving a one-time bonus payment to Executive Director Gilbertson for going above and beyond his normal responsibilities. Motion carried.

6. Old Business

- Executive Director Gilbertson updated the Board on the MN Public Facilities Authority, Project Certification (MPCA) and loan approval updates.
- Executive Director Gilbertson presented the Board with the 2025 ALASD Cost of Service Rate Study Technical Memorandum from AE2S.

7. New Business

- Chairman Thalman closed the regular meeting at 6:25 for a closed Board discussion on Resolution 25-25. Chairman Thalman reopened the regular meeting at 6:44.
 - Updates provided by Executive Director Gilbertson on:
 - Memorandum regarding the AFSCME Council #65 Union contract outcomes regarding for FY2026-27 timeline.
 - MESERB Winter Conference update, held December 4th – 5th at Arrowood.
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8. Special Project & Regulatory Updates

- Brown and Caldwell engineers update regarding the WRF Project.
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Adjournment

Chairman Thalman adjourned the meeting at 6:50 P.M.

Minutes Approved By:



Rebecca Sternquist, Secretary



Roger Thalman, Chairman