



AGENDA
REGULAR BOARD MEETING
December 16, 2019
5:00 p.m.

1. **Agenda Review**
2. **Old Business**
3. **Approval of Consent Agenda Items**
 - a. Regular Board minutes dated November 18, 2019
 - b. Board Member vouchers for the month of November
 - c. Payment vouchers dated November 13, 2019 to December 10, 2019
4. **New Business Items for Discussion and Approval**
 - a. Approval of Financial Support for Great Lakes Aquarium *H₂O and Watersheds at Work* Exhibit
 - b. Approval of SimpliVity HPE Node Procurement – Bid #1406
 - c. Approval of Sanitary Sewer Extension – Kayak Bay Village/River West Drive (City of Duluth)
 - d. Approval of 2020 District-wide Incentive Plan
5. **Committee Reports**
 - a. Committee of the Whole
 - b. Finance
 - c. Operations
 - d. Personnel
 - e. Legislative
 - f. Planning/Solid Waste
 - g. Board Governance
 - h. Board Member Comments
6. **Executive Director Reporting**
 - a. Communications
 - b. Monthly Financials (to be distributed at the meeting)
 - c. NPDES
7. **Legal Counsel**
8. **Executive Session (staff excused)**



MINUTES
REGULAR BOARD MEETING
December 16, 2019
5:00 p.m.

Board Members Present: Archie Chelseth, Paul Thomsen, Marcia Podratz, Julene Boe, Jim Aird, Ruth Janke, and Laura Ness

Board Members Absent: Loren Lilly and Dave Manderfeld

Staff Present: Grant Brown, Karen Anderson, Carrie Clement, Al Parrella, Cathy Remington, Marianne Bohren, Joe Mayasich and Amanda MacDonald

Legal Present: David Oberstar – Fryberger, Buchanan, Smith & Frederick

Chair Thomsen called the meeting to order at 5:00 p.m.

1. Approval of Consent Agenda Items

- a. Regular Board minutes dated November 18, 2019
- b. Board Member vouchers for the month of November
- c. Payment vouchers dated November 13, 2019 to December 10, 2019

MOTION: Member Podratz to approve the Consent Agenda Items

SECOND: Member Boe

DISCUSSION: None

RESULT: The motion passed unanimously

2. Approval of New Business Items for Discussion and Approval

- a. **Approval of Financials Support for Great Lakes Aquarium H2O and Watersheds at Work Exhibit**

Karen Anderson presented the request for financial support. The Great Lakes Aquarium (GLA) is currently in the design and development phase of their H2O and Watersheds at Work exhibit. The project includes a new Great Lakes Water Table and several exhibit modules modeling the properties of water and the flow of water through our communities. The GLA is seeking \$16,000 in financial support to include wastewater treatment in the design and development of the new exhibit.

This project supports WLSSD's outreach priorities by demonstrating the wastewater treatment process and its role in maintaining the health and safety of our communities. Water moves through our community using both natural and built routes. The wastewater treatment plant is an engineered system that mimics

the St. Louis River's own processes to break down pollutants. The exhibit will demonstrate these principles while highlighting community members' contributions to maintaining healthy, vibrant waterways.

WLSSD staff recommend funding the design and development of this exhibit using funds from 4700-5860 that remain unspent from the wastewater/biosolids environmental programs budget, not to exceed the 2019 budget.

MOTION: Member Aird to approve funding the design and development of this exhibit

SECOND: Member Ness

DISCUSSION: None

RESULT: The motion passed unanimously

b. Approval of SimpliVity HPE Node Procurement

Grant Brown presented bid #1406. In 2017, WLSSD converted from the Hyper-V virtualization platform to the VMWare virtualization platform running on the SimpliVity architecture. The following year, WLSSD procured the first two SimpliVity HPE nodes. These nodes were sized to run all WLSSD software except EAM, Lawson, and eOps due to required upgrades. The first two nodes are approaching their intended capacity and the software upgrade projects in 2020 will require the purchase of additional nodes. EAM and eOps are planned for upgrade in 2020 and require two additional SimpliVity HPE Nodes.

The SimpliVity HPE Node Procurement Bid 1406 was advertised for bids on November 25, 2019. Four bidders were sent the ad for bids, one bid was received and opened on December 9, 2019. The bid was compared to the HPE Minnesota NSAPO State Contract. Bidders were asked to present a cost for the SimpliVity HPE two-node base bid and a cost for the Optional SimpliVity HPE Backup node. The base cost was used in order to determine the lowest potential bidder. Works Computing is the lowest responsible bidder for the SimpliVity HPE Node Procurement Bid 1406 and Optional SimpliVity HPE Backup Node.

Staff recommends the Board approve Bid #1406 and authorize staff to enter into a contract with Works Computing for procurement of the SimpliVity HPE Node in the total amount of \$163,254 and for procurement of the Optional SimpliVity HPE Backup Node.

MOTION: Member Boe to approve Bid #1406 and authorize staff to enter into a contract with Works Computing for procurement of the SimpliVity HPE Node and for procurement of the Optional SimpliVity HPE Backup Node

SECOND: Member Ness

DISCUSSION: None

RESULT: The motion passed unanimously

c. **Approval of Sanitary Sewer Extension – Kayak Bay Village/River West Drive (City of Duluth)**

Carrie Clement referred to Dan Belden’s discussion of the sewer extension at the committee meeting immediately preceding the Board meeting. The proposed project is part of a larger project that includes the surrounding Kayak Bay Village Development; the permit is for the extension of sanitary sewer on River West Drive only. The River West Drive project is being constructed by the City of Duluth, while the remainder of the Kayak Bay Village is a private development; there will be a second sanitary sewer extension permit for sanitary sewer outside of the municipal right of way of River West Drive, and within the Kayak Bay Village project.

The City’s project involves construction of approximately 1,337 lineal feet of sanitary sewer with 166 lineal feet of sanitary laterals (4 laterals total). The sewer will be constructed within a new road right of way being constructed by the City of Duluth. The 4 laterals will be capped stubs which will eventually connect to a private development project adjacent to the new road (see attached maps).

Development of the lots is anticipated to include single family residential homes as well as apartments, hotel, winery/event center and other small commercial retail uses. It’s estimated that the uses indicated will generated approximately 57,980 gallons per day. Initially there will be no flow with the construction of this extension request. The flow from the proposed Kayak Bay Village Development will enter into the collection system being constructed under this permit request prior to entering the WLSSD Scanlon Interceptor at manhole D002. The City of Duluth will be responsible for future operation and maintenance of the sewer utility.

Recommendation

Given the above, staff recommends that the WLSSD Board approve the sewer extension with the conditions outlined in the memo and presented at the committee.

MOTION: Member Ness to approve the sewer extension with conditions

SECOND: Member Podratz

DISCUSSION: None

RESULT: The motion passed unanimously

d. **Approval of 2020 District-wide Incentive Plan**

Marianne Bohren presented the 2020 Incentive Plan. The incentive measures fall into the four major categories of Safety/Health/Wellness, Environmental and Community Stewardship, Operational Excellence, and Fiscal Responsibility. Achievement of these district goals requires the attention and participation of all employees. The total incentive plan value is \$2,400 per full-time equivalent (FTE) if all measures are met at the highest level. This is the same maximum incentive payout as the 2019 incentive plan.

It is recommended the WLSSD Board approve the attached 2020 District Incentive Plan with a maximum payout of \$2,400 per full-time equivalent (FTE) plan participant.

MOTION: Member Boe to approve the 2020 District Incentive Plan with a maximum payout of \$2,400 per FTE

SECOND: Member Aird

DISCUSSION: None

RESULT: The motion passed unanimously

3. **Committee Reports**

- a. *Committee of the Whole* – there was a meeting prior to the December Regular Board Meeting; the next meeting is scheduled for Monday, January 27th at 4:00 p.m.
- b. *Finance* – there was no meeting in December; the next meeting is scheduled for Wednesday, January 22nd
- c. *Operations* – there was no meeting in December; the next meeting is scheduled for Tuesday, January 21st
- d. *Personnel* – there was no meeting in December and no meeting is scheduled for January
- e. *Legislative* – there was no meeting in December; the next meeting is scheduled for Monday, January 13th. The Duluth & St. Louis County at the Capitol event is scheduled for March 18th & 19th.
- f. *Planning/Solid Waste* - there was no meeting in December; the next meeting is scheduled for Tuesday, January 21st
- g. *Board Governance* – there was no meeting in December and no meeting is scheduled for January
- h. *Board Member Comments* – none

4. **Executive Director Reporting**

a. **Communications**

Marianne Bohren reviewed the communications at the Committee of the Whole Meeting prior to the Regular Board Meeting.

b. **Monthly Financials**

Cathy Remington reviewed the monthly financials at the Committee of the Whole Meeting prior to the Regular Board Meeting.

c. **NPDES**

Joe Mayasich reviewed the NPDES report at the Committee of the Whole Meeting prior to the Regular Board Meeting.

5. **Legal Counsel** – no report

6. **Executive Session** – none

The meeting adjourned at 5:08 p.m.

Recording Secretary

Board Chair

Board Secretary