



AGENDA  
REGULAR BOARD MEETING  
January 27, 2020  
5:00 p.m.

1. **Agenda Review**
2. **Old Business**
3. **Approval of Consent Agenda Items**
  - a. Regular Board minutes dated December 16, 2019
  - b. Board Member vouchers for the month of December
  - c. Payment Vouchers dated December 11, 2019 to January 21, 2020
  - d. Human Resource Generalist Job Description
  - e. Safety and Training Director Job Description
  - f. 2020 Worker's Compensation Renewal
4. **New Business Items for Discussion and Approval**
  - Legislative
    - a. Resolution 20-01; Dues for Area Chambers of Commerce
    - b. Approval of 2020 Legislative Priorities
  - Operations
    - c. Approval of Dry Polyacrylamide (DPAM) Flocculant Polymer Agreement Extension
    - d. Approval of Oxygen Supply Improvements Project – Change Order for Tariffs
  - Finance
    - e. Approval of 2019 Financials
    - f. Approval of 2019 Year-end Adjustment
    - g. Approval of 2019 Gainshare Payout
    - h. Approval of 2020 Merit Adjustment Recommendations for Supervisory and Confidential Employees
5. **Committee Reports**
  - a. Committee of the Whole
  - b. Finance
  - c. Operations
  - d. Personnel
    - i. Approval of Closed Personnel Meeting on February 19<sup>th</sup> at 12:30 p.m.
  - e. Legislative
  - f. Planning/Solid Waste
  - g. Board Governance
  - h. Board Member Comments
6. **Executive Director Reporting**
  - a. Communications
  - b. Monthly Financials
  - c. NPDES
7. **Legal Counsel**
8. **Executive Session (staff excused)**



MINUTES  
REGULAR BOARD MEETING  
January 27, 2020  
5:00 p.m.

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

Board Members Absent: Dave Manderfeld

Staff Present: Marianne Bohren, Al Parrella, Cathy Remington, 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 December 16, 2019
- b. Board Member vouchers for the month of December
- c. Payment Vouchers dated December 11, 2019 to January 21, 2020
- d. Human Resource Generalist Job Description
- e. Safety and Training Director Job Description
- f. 2020 Worker's Compensation Renewal

MOTION: Member Chelseth to approve the Consent Agenda Items

SECOND: Member Podratz

DISCUSSION: None

RESULT: The motion passed unanimously

**2. New Business Items for Discussion and Approval**

- a. Resolution 20-01; Dues for Area Chambers of Commerce  
Marianne Bohren reviewed the dues for the Cloquet, Hermantown, and Duluth Area Chambers of Commerce. In 2003, the WLSSD Board and legal counsel worked to determine whether the District's longstanding membership in the Duluth Area Chamber of Commerce was of substantial value to the District in achieving its mission. Through this process, the Board determined that membership in the Duluth Area Chamber is valuable to the District. In 2009, the Board determined that similar memberships in the Cloquet and Hermantown Area Chambers of Commerce brought similar substantive value to the District.

**The Legislative Committee recommends that the WLSSD Board approve membership in these Area Chambers of Commerce.**

MOTION: Member Boe to approve Resolution 20-01; Dues for Area Chambers of Commerce

SECOND: Member Janke

DISCUSSION: None

RESULT: The resolution passed with 8 ayes and 1 absent

**b. Approval of 2020 Legislative Priorities**

Marianne Bohren reviewed the Legislative Priorities.

The Wastewater Priorities are:

- 1) 2020 Funding Request: WLSSD's Combined Heat and Power Energy Project
- 2) Invest in Wastewater Infrastructure
- 3) Balanced Approach to Water Protection

The Solid Waste Priorities are:

- 1) Solid Waste Infrastructure and Program Funding
- 2) Waste Reduction, Recycling and Proper Waste Management/Disposal Improvements

**The Legislative Committee recommends that the WLSSD Board approve the 2020 Legislative Priorities.**

MOTION: Member Aird to approve the 2020 Legislative Priorities

SECOND: Member Boe

DISCUSSION: None

RESULT: The motion passed unanimously

**c. Approval of Dry Polyacrylamide (DPAM) Flocculant Polymer Agreement**

Al Parrella discussed the agreement extension bid #1388. DPAM polymer is used for thickening waste activated sludge in the dissolved air floatation thickening process in B8. The product is ordered in "super sack bags" consisting of approximately 1500 – 1700 pounds each. The average semi load is 40,000 pounds and received 2-3 time per year.

In the winter of 2018, WLSSD solicited bids and entered into a (1) year contract with Polydyne, Inc. to purchase DPAM from 3/1/19-2/29/20 at a price of \$1.35/lb

(delivered). The term of the contract allowed for (2) 6 month extensions. Polydyne has agreed to extend the current agreement for the period of 1 year at an increased rate of \$1.42/lb (delivered) or 5.19%. WLSSD budgeted a 10% increase starting in May of 2020. Polydyne, Inc. has been a quality, responsive vendor for the District to work with.

**Based upon the above information, the Operations Committee recommends the WLSSD Board approve both 6 month extensions at the increased rate of \$1.42lb with Polydyne, Inc. for purchase and delivery of DPAM polymer, as stipulated as an option in the current contract.**

MOTION: Member Podratz to approve both 6 month extensions at the increased rate of \$1.42lb with Polydyne, Inc. for purchase and delivery of DPAM polymer, as stipulated as an option in the current contract

SECOND: Member Lilly

DISCUSSION: None

RESULT: The motion passed unanimously

**d. Approval of Oxygen Supply Improvements Project – Change Order for Tariffs**

Al Parrella presented the change order. In April 2018, the WLSSD Board award the Oxygen Supply and CHP Switchgear Improvements Project to Jamar Company (Jamar). Construction began in July 2018 and substantial completion is expected to be July of 2020.

In May of 2017, the District issued an RFP for selection of the Oxygen Generation System. Air Products was the selected manufacturer and the price of the equipment from the proposal was included in the Bid Form for the Oxygen Supply and CHP Switchgear Improvements Project. In April of 2018, the Board awarded the General Construction Contract to the Jamar Company. In July of 2018 the US placed an import tariff on Chinese goods ranging from 10-25%. In the fall of 2019, the Air Products VSA components that were manufactured in China arrived through US Customs. These components are the Adsorption Vessels, Cluster Piping, and Buffer Tanks. The tariff was not known at the time of bidding this project and is a required cost.

**The Operations Committee recommends that the WLSSD Board approve a Change Order to Jamar Company, Bid 1371 for Import Tariffs.**

MOTION: Member Boe to approve a Change Order to Jamar Company, Bid 1371 for Import Tariffs

SECOND: Member Lilly

DISCUSSION: None

RESULT: The motion passed unanimously

e. **Approval of 2019 Financials**

Cathy Remington presented the 2019 Financials at the Committee of the Whole meeting prior to the Regular Board Meeting.

**The Finance Committee recommends that the WLSSD Board approve the 2019 Financials.**

MOTION: Member Aird to approve the 2019 Financials

SECOND: Member Ness

DISCUSSION: None

RESULT: The motion passed unanimously

f. **Approval of 2019 Year-end Adjustment**

Cathy Remington presented the 2019 Year-end Adjustment at the Committee of the Whole meeting prior to the Regular Board meeting.

**The Finance Committee recommends that the WLSSD Board approve the 2019 Year-end Adjustment.**

MOTION: Member Boe to approve the 2019 Year-end Adjustment

SECOND: Member Lilly

DISCUSSION: None

RESULT: The motion passed unanimously

g. **Approval of 2019 Gainshare Payout**

Cathy Remington presented the 2019 Gainshare Payout at the Committee of the Whole meeting prior to the Regular Board meeting.

**The Finance Committee recommends that the WLSSD Board approve the 2019 Gainshare Payout.**

MOTION: Member Janke to approve the 2019 Gainshare Payout

SECOND: Member Podratz

DISCUSSION: None

RESULT: The motion passed unanimously

**h. Approval of 2020 Merit Adjustment Recommendations for Supervisory and Confidential Employees**

Marianne Bohren discussed the merit adjustment recommendations. The 2019 approved budget included pay increases for both hourly and salary employees. The hourly employees received a 2.25% increase effective January 1, 2020, as specified in the bargaining agreement. The 2020 budget includes a salary increase of 2.75% for supervisory and confidential employees. In addition there was also money budgeted for a couple of salaried employees who require slight adjustment within their pay grade. These increases will be effective March 1, 2020.

**The Finance Committee recommends that the WLSSD Board approve the recommendation to grant the Executive Director the authority to distribute an amount not to exceed \$54,303 in merit and market adjustments for Supervisory and Confidential employees. This amount is included in the approved 2020 budget.**

MOTION: Member Janke to approve the recommendation to grant the Executive Director the authority to distribute an amount not to exceed \$54,303 in merit and market adjustment for Supervisory and Confidential employees

SECOND: Member Boe

DISCUSSION: None

RESULT: The motion passed unanimously

**i. Approval of Closed Personnel Meeting**

A Closed Personnel Committee meeting has been scheduled for Wednesday, February 19<sup>th</sup> at 12:30 p.m. to conduct the Executive Director Annual Performance review.

MOTION: Member Lilly to approve the Closed Personnel Committee meeting

SECOND: Member Janke

DISCUSSION: None

RESULT: The motion passed unanimously

3. **Committee Reports**

The Committee reports were reviewed at the Committee of the Whole Meeting prior to the Regular Board Meeting

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 5:09 p.m.

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Recording Secretary

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Board Chair

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Board Secretary