



AGENDA
REGULAR BOARD MEETING via TELECONFERENCE
May 18, 2020
5:00 p.m.



To access the meeting: dial: 218-740-4779; enter PIN: 2626#

1. **Agenda Review**
2. **Old Business**
3. **Approval of Consent Agenda Items**
 - a. Regular Board minutes dated March 23, 2020
 - b. Board Member vouchers for the months of March and April
 - c. Payment Vouchers dated March 18, 2020 to May 12, 2020
4. **New Business Items for Discussion and Approval**
 - a. Approval of eOps Upgrade and Migration
 - b. Approval of Transfer Station CPI Rate Increase Delay
 - c. Resolution 20-08; WI Department of Natural Resources NR208 – Compliance Maintenance
 - d. Resolution 20-09; Extending the Current Allocation of Treatment Works Costs among WLSSD Users
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 via TELECONFERENCE
May 18, 2020
5:00 p.m.

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

Board Members Absent: Archie Chelseth

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

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

Chair Thomsen called the meeting to order at 5:02 p.m.

1. Approval of Consent Agenda Items

- a. Regular Board minutes dated March 23, 2020
- b. Board Member vouchers for the months of March and April
- c. Payment vouchers dated March 18, 2020 to May 12, 2020

MOTION: Member Podratz to approve the consent agenda items

SECOND: Member Aird

DISCUSSION: None

RESULT: The motion passed with 8 ayes and 1 absent

2. New Business Items for Discussion and Approval

a. Approval of eOps Upgrade and Migration

Grant Brown presented the project at the Committee of the Whole Meeting prior to the Regular Board Meeting.

Staff recommends that the WLSSD Board authorize WLSSD to enter into a contract with EMA Inc. to upgrade the eOps Software.

MOTION: Member Boe to authorize WLSSD to enter into a contract with EMA Inc. to upgrade the eOps Software

SECOND: Member Aird

DISCUSSION: None

RESULT: The motion passed with 8 ayes and 1 absent

b. **Approval of Delay of Transfer Station CPI Rate Increases**

Cathy Remington discussed the rate increase delay at the Committee of the Whole Meeting prior to the Regular Board Meeting.

WLSSD staff recommends delaying the Transfer Station rate increase to our customers until October 1, 2020 due to the current COVID-19 situation. WLSSD will cover this increase for the period of July 1 – September 30, 2020.

MOTION: Member Aird to approve delaying the Transfer Station rate increase to customers until October 1, 2020 due to the current COVID-19 situation. WLSSD will cover this increase for the period of July 1 – September 30, 2020.

SECOND: Member Janke

DISCUSSION: None

RESULT: The motion passed with 8 ayes and 1 absent

c. **Resolution 20-08; Wisconsin Department of Natural Resources NR 208 – Compliance Maintenance**

Joe Mayasich discussed Resolution 20-08 at the Committee of the Whole Meeting prior to the Regular Board Meeting.

Staff recommends approval of Resolution 20-08; Wisconsin Department of Natural Resources NR 208 – Compliance Maintenance.

MOTION: Member Lilly to approve Resolution 20-08; Wisconsin Department of Natural Resources NR 208 – Compliance Maintenance

SECOND: Member Aird

DISCUSSION: None

RESULT: The resolution passed with 8 ayes and 1 absent

d. **Resolution 20-09; Extending the Current Allocation of Treatment Works Costs among WLSSD Users**

Marianne Bohren discussed Resolution 20-09 at the Committee of the Whole Meeting prior to the Regular Board Meeting.

Staff recommends approval of Resolution 20-09; Extending the Current Allocation of Treatment Works Costs among WLSSD Users.

MOTION: Member Boe to approve Resolution 20-09; Extending the Current Allocation of Treatment Works Costs among WLSSD Users

SECOND: Member Manderfeld

DISCUSSION: None

RESULT: The resolution passed with 8 ayes and 1 absent

3. Committee Reports

- a. *Committee of the Whole* – the next meeting is scheduled on Wednesday, June 17th at 11:30 a.m. via teleconference
- b. *Finance* - the next meeting is scheduled on Wednesday, June 17th at 11:30 a.m. via teleconference
- c. *Operations* - the next meeting is scheduled on Wednesday, June 17th at 11:30 a.m. via teleconference
- d. *Personnel* - the next meeting is scheduled on Wednesday, June 17th at 11:30 a.m. via teleconference
- e. *Legislative* – the minutes from the May 8th meeting were reviewed, and Marianne gave a brief legislative update; the next meeting is scheduled on Wednesday, June 17th at 11:30 a.m. via teleconference
- f. *Planning/Solid Waste* - the next meeting is scheduled on Wednesday, June 17th at 11:30 a.m. via teleconference
- g. *Governance* - the next meeting is scheduled on Wednesday, June 17th at 11:30 a.m. via teleconference
- h. *Board Member Comments* – none

4. Executive Director Reporting

a. Communications

Marianne Bohren reviewed the communications for the months of April and May.

Board Members Lilly, Ness, and Podratz' terms expire June 30, 2020. All have expressed interest in serving another term with the WLSSD Board.

Board Officer positions expire June 30, 2020; the positions will be discussed at the June Committee of the Whole meeting.

Marianne gave a brief update of the Lakeside Interceptor Project.

Article from the Duluth News Tribune entitled: "COVID-19 is in our sewage. Duluth medical researchers say that could be useful"

Article from Duluth News Tribune entitled: "Rural commissioners target landfill discharge into Lake Superior"

b. Monthly Financials

Cathy Remington reviewed the financials for the month of April.

Revenues

Total Wastewater Operating Revenues thru April were \$794,370 over budget or 109%; Industrial Revenues thru April were \$616,384 over budget or 112%; Operating Investment Earnings were \$13,570 over budget or 124%; Hauled Waste was \$77,249 over budget or 213%; Biosolids was \$6,163 under budget or 48%; Capacity Availability Fee was \$91,900 over budget or 286%; Other Miscellaneous revenues were \$1,430 over budget.

Wastewater Loadings

BOD is at 84,964 lbs/day which is 7,165 lbs/day over budget and TSS is at 50,808 lbs/day which is 12,607 lbs/day over budget thru April.

Expenses

Total Wastewater O&M Expenses thru April were \$63,991 under budget or 99%.

Direct Department

Direct Department Expenses thru April were \$47,909 under budget or 98%

Key areas to highlight: Payroll - \$23,784 over budget or 102%; Natural Gas - \$14,085 under budget or 84%; Electricity – \$126,688 under budget or 87%; Diesel - \$2,549 under budget or 92%; Water/Storm water - \$10,110 over budget or 120%; Repairs/Cleaning Interceptors - \$6,264 under budget or 6%; Contract Services – \$14,291 under budget or 47%; Supplies - \$22,456 under budget or 54%; Program Development - \$6,527 under budget or 5%; Chemicals - \$126,382 over budget or 133%. Chemical include: Sodium Hypochlorite/Bisulfite - \$35,073 over (167%); Polymers - \$96,609 over (138%); Ferric - \$13,099 over (131%); Defoamant - \$245 over (103%); Liquid Oxygen - \$7,561 under (33%); Other Chemicals - \$11,083 under (16%).

Allocated Department Expenses

Total Allocated Department Expenses thru April were \$16,082 under budget or 99%.

Capital Investment Earnings

The Capital Investment Earnings are \$1,437 under budget or 98%.

Capital Fund

The Capital Fund Transfer is 100% year to date.

Debt Service

Debt Service Investment Earnings are \$6,236 under budget or 94%.

Debt Service Transfer

Debt service transfer is 100% year to date.

Operations Revenue, Expense, and Surplus Summary

The Wastewater Operations Revenue are \$794,370 over budget thru April. Expenses are \$63,991 under budget; Capital/Debt Service Earnings are \$7,673 under budget; Capital/Debt Service Transfers are at budget. The actual wastewater surplus thru April is \$628,249.

Operations Fund Balance

The Wastewater Operations Fund Balance was at \$13,932,102 or 3 ¼ times the minimum targeted goal as of April 30, 2020. (Goal 25% or better of 2020 budgeted O&M expenses - \$4,171,565)

Capital Fund Reserve Balance

The Wastewater Capital Fund Reserve was \$7,124,429 or \$4.70 million in excess of the minimum targeted goal as of April 30, 2020. (Goal \$1,000,000 plus highest annual WIF set aside of \$1,420,827)

Debt Service Adjusted Fund Balance

The Wastewater Debt Service Adjusted Fund Balance (including Georgia Pacific prepaid 2020-2027) was at 228% as of April 30, 2020. (Goal 120% or better)

Solid Waste

Revenues

Total Solid Waste Operating Revenues thru April were \$8,630 over budget or 100%.

Transfer Station - \$71,422 over budget or 105%; Hauler Collected Fees (SWMF) - \$7,236 under budget or 99%; Material Recovery Center - \$72,921 under budget or 48%; Yard Waste/Organics - \$70 over budget or 100%; Household Hazardous Waste - \$13,358 over budget or 137%; Operating Investment Earnings - \$3,528 over budget or 141%; Miscellaneous - \$409 over budget or 100%.

Expenses

Total Solid Waste O&M Expenses thru April were \$292,352 under budget or 91%.

Direct Department

Direct Department Expenses thru April were \$262,670 under budget or 89%.

Key areas to highlight: Payroll - \$77,943 under budget or 87%; Electricity - \$991 under budget or 89%; Solid Waste Disposal - \$1,881 under budget or 100%; Contract Services - \$95,146 under budget or 57%; Supplies - \$5,863 under budget or 69%; Public Information - \$4,630 under budget or 83% ; Rent-Equipment –

\$8,852 under budget or 43%; Copying and Printing - \$4,129 over budget or 65%; Grants to Governmental Units - \$49,190 under budget or 2%; and Program Development - \$6,536 under budget or 31%.

Allocated Department

Allocated Department Expenses were \$29,682 under budget or 96% thru April.

Capital Fund

Capital Investment earnings - \$418 under budget or 95%; Capital Transfers – YTD 96%.

Solid Waste Summary

Total Solid Waste Operating Revenues are \$8,630 over budget thru April. Total Solid Waste Expenses are \$292,352 under budget. Capital transfers are \$3,613 under budget and Capital earnings \$418 under budget. The actual solid waste deficit thru April is \$25,100.

Operations Fund Balance

The Solid Waste Operations Fund Balance was at \$2,387,370 or 1 ¾ times the minimum targeted goal as of April 30, 2020 (Goal 25% or better of 2020 budgeted non-Transfer Station O&M expenses - \$1,319,275)

Capital Fund Reserve Balance

The Solid Waste Capital Fund Reserve was at \$591,502 or 1 times the minimum targeted goal as of April 30, 2020. (Goal \$550,000 or better)

Solid Waste Debt Service Fund

There is no Solid Waste Debt and thus there are no Solid Waste Debt Service Funds.

Transfer Station Fund Balance

The Transfer Station Reserve Fund balance was at \$297,546 or 2 times the minimum targeted goal as of April 30, 2020. (Goal \$150,000 or better)

c. **NPDES**

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

5. Legal – no report

6. Executive Session – none

The meeting adjourned at 5:40 p.m.

Recording Secretary

Board Chair

Board Secretary