

WESTERN LAKE SUPERIOR SANITARY DISTRICT

2626 Courtland Street
Duluth, Minnesota 55806-1894
Phone: (218) 722-3336
FAX: (218) 727-7471
<http://www.wlssd.com>



MEMORANDUM

To: Paul Thomsen, Julene Boe, Laura Ness, Dave Manderfeld, Marcia Podratz, Loren Lilly, Rob Schilling, James Aird, Jack Ezell
From: Lauri Amundson
Date: December 18, 2023
Subject: Committee of the Whole Meeting

The Committee of the Whole Meeting is scheduled on **Monday, December 18, 2023 at 4:15 pm** in the WLSSD Board Room located at 2626 Courtland Street in Duluth.

The agenda for this meeting will include:

- Review of Bargaining Unit Agreement for 2024 – 2026
- Review of Board Signature Policy
- Review of Professional Services for the Secondary Clarifier Rehabilitation
- Review of Professional Services for Miscellaneous Forcemain Improvements Phase II

Please call or email Lauri Amundson if you do not plan on attending.

cc: News Media
Board

WESTERN LAKE SUPERIOR SANITARY DISTRICT

2626 Courtland Street
Duluth, Minnesota 55806-1894
Phone: (218) 722-3336
FAX: (218) 727-7471
<http://www.wlssd.duluth.mn.us>



MEMORANDUM

Clear Answers for Clean Water™

To: WLSSD Board of Directors

From: Marianne Bohren

Date: December 28, 2023

Subject: January 2024 Meeting Schedule

Legislative Committee	Tuesday, January 16 at 11:30 am
Operations and Planning Committee	Tuesday, January 23 at 11:30 am
Finance and Personnel Committee	Wednesday, January 24 at 11:30
Committee of the Whole	Monday, January 29 at 4:30 pm
Board Meeting	Monday, January 29 at 5:00 pm



AGENDA
REGULAR BOARD MEETING
December 18, 2023
5:00 p.m.

1. **Agenda Review**
2. **Old Business**
3. **Approval of Consent Agenda Items**
 - a. Regular Board minutes dated November 27, 2023
 - b. Board Member vouchers for the month of November
 - c. Payment vouchers dated November 15, 2023, through December 12, 2023
4. **New Business Items for Discussion and Approval**
 - a. Approval of Bargaining Unit Agreement for 2024 – 2026
 - b. Approval of Board Signature Policy
 - c. Approval of Professional Services for the Secondary Clarifier Rehabilitation
 - d. Approval of Professional Services for Miscellaneous Forcemain Improvements Phase II
5. **Committee Reports**
 - a. Committee of the Whole
 - b. Finance
 - c. Operations and Planning
 - d. Personnel
 - e. Legislative
 - f. Board Governance
 - g. Board Member Comments
6. **Reporting**
 - a. Communications
 - b. Monthly Financials
 - c. NPDES
 - d. Executive Director
7. **Legal Counsel**
8. **Executive Session (staff excused)**

Consent Agenda Items



MINUTES
REGULAR BOARD MEETING
November 27, 2023
5:00 p.m.

Board Members Present: Jim Aird, Dave Manderfeld, Loren Lilly, Laura Ness, Julene Boe, Paul Thomsen, Jack Ezell, Loren Lilly, and Robert Shilling

Legal Present: David Oberstar

Staff Present: Marianne Bohren, Cathy Remington, Julie Macor, Brandon Kohlts, AJ Axtell, and Lauri Amundson

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

1. Approval of Consent Agenda Items

- a. Regular Board minutes dated October 23, 2023
- b. Board Member vouchers for the month of October
- c. Payment vouchers dated October 18, 2023, through November 14, 2023
- d. Approval of Sewer Extension for Olsonville-Twin Lakes Township

MOTION: Member Boe to approve the Consent Agenda Items

SECOND: Member Aird

DISCUSSION: None

RESULT: The motion passed unanimously

2. New Business Items for Discussion and Approval

a. Approval of the 2024 Board Calendar

MOTION: Member Ezell to approve the 2024 Board Calendar

SECOND: Member Thomsen

DISCUSSION: None

RESULT: The motion passed unanimously

b. Approval of Resolution 23-17 Approving Clarifier Grant Application

Resolution authorizing the Western Lake Superior Sanitary District to submit information to the Minnesota Public Facilities Authority and to enter into a grant agreement with the MPFA.

MOTION: Member Paul Thomsen to approve Resolution 23-17

SECOND: Member Boe

DISCUSSION: None

RESULT: The motion passed unanimously. The resolution passed with 9 ayes and 0 nays.

c. Approval of Resolution 23-18 Approving PFA Loan Carlton Pump Station Change Order

Resolution of Application and Intent to reimburse expenditures.

Motion: Member Podratz

Second: Member Boe

Result: The motion passed unanimously. The resolution passed with 9 ayes and 0 nays.

d. Approval of District Goals

Marianne Bohren highlighted the district goals for 2024. Goals are set in each of the key focus areas, which include safety, operational excellence, environmental excellence and community stewardship, organizational excellence, and fiscal responsibility.

Motion: Member Thomsen

Second: Member Lilly

Result: The motion passed unanimously

e. Approval of 2024 District Incentive Plan

The annual incentive plan has been in place for many years and requires approval by both the WLSSD Board and the Union. The incentive plan must be prospective. The incentive plan is designed to share benefits of beating budgeted parameters. In 2024 the maximum payout per full-time employee is \$3000.00.

Motion: Member Ezell

Second: Member Podratz

Result: The motion passed unanimously.

f. Approval of Health Club Reimbursement Modification

Medica is eliminating the health club reimbursement benefit effective 01/01/2024. The benefit provided a \$20.00 a month reimbursement to plan members who visited an eligible health club at least 8 times per month. The district currently offers a subsidiary fitness rebate plan which provides \$15.00 reimbursement to employees who visit health clubs at least 8 times per month.

The finance/Personnel committee recommends the WLSSD Board approve increasing the district-funded fitness rebate plan from \$15.00 per month to \$30.00 per month effective January 01, 2024.

Motion: Member Boe

Second: Member Aird

Result: The Motion passed unanimously

3. Committee Reports

- a. **Committee of the Whole-** December 18, 2023, at 4:15 p.m.

4. Reporting

- a. Communications- AJ Axtell highlighted the monthly communications.
- b. Monthly Financials-Cathy Remington discussed October's financials
- c. NPDES-Julie Macor presented the NPDES for November
- d. Executive Director

5. Legal Counsel-No report

The meeting adjourned at 5:30 pm

Recording Secretary

Laura Ness, Board Chair

Rob Schilling, Board Secretary

Laura Ness

Marcia Podratz

Rob Schilling

Paul Thomsen

	11/14/23	Legislative and Governance Committee Meeting	\$50.00
	11/21/23	Finance and Personnel Committee Meeting	\$50.00
	11/27/23	Regular Board Meeting	\$50.00
Committee Meeting Mileage:	2.0	@ 13.0 miles = 26.00 miles @ 0.655 /mile	\$17.03
Board Meeting Mileage:	1.0	@ 13.0 miles = 13.00 miles @ 0.655 /mile	\$8.52
TOTAL CLAIM			\$175.55

Payment Vouchers dated 11/15/2023
through 12/12/ 2023 will be handed out at
the Board meeting December 18, 2023.

New Business Items
For
Discussion and Approval

WESTERN LAKE SUPERIOR SANITARY DISTRICT

2626 Courtland Street
Duluth, Minnesota 55806-1894
Phone: (218) 722-3336
FAX: (218) 727-7471
<http://www.wlssd.com>

**MEMORANDUM**

Clear Answers for Clean Water™

To: WLSSD Board

From: WLSSD Personnel Committee

Date: December 18, 2023

Subject: Approval of the 2024-2026 Bargaining Unit Agreement

On October 30, 2023, union and management reached an agreement on the Basic Unit Bargaining Agreement for the period of 2024 - 2026. The Personnel Committee approved the agreement on November 21, 2023 and the bargaining unit will vote to approve on December 14, 2023.

Pending bargaining unit approval, the WLSSD Personnel Committee recommends that the Board approve the Basic Unit Agreement for 2024 – 2026 between WLSSD and Local 66 of the City and County Public Services Union of the American Federation of State, County and Municipal Employees (AFSCME) Council 5.

WESTERN LAKE SUPERIOR SANITARY DISTRICT

2626 Courtland Street
Duluth, Minnesota 55806-1894
Phone: (218) 722-3336
FAX: (218) 727-7471
<http://www.wlssd.duluth.mn.us>



MEMORANDUM

Clear Answers for Clean Water™

To: WLSSD Board

From: Marianne Bohren

Date: December 11, 2023

Subject: Board Signature Policy

Attached to this memo you will find a Board signature policy put together by legal council clarifying which Board officers have the authority to execute instruments on behalf of the Board.

It is recommended that the WLSSD Board approve the attached Board signature policy.

**WESTERN LAKE SUPERIOR SANITARY DISTRICT
POLICY DESIGNATING
AUTHORIZED SIGNATURES FOR BOARD ACTION**

Chapter 458D of Minnesota Statutes sets forth the various authorities and obligations of the Western Lake Superior Sanitary District Sanitary Board (“Board”). The Board is authorized by statute to enter into contracts or other necessary instruments. Minn. Stat. § 458D.18, subd. 3.

The Board wishes to adopt the following policy to clarify which Board officers shall execute instruments on behalf of the Board.

1. Each contract or instrument requiring the signature of the Board may be signed jointly by the Board Chair and the Board Secretary.
2. The Board Vice Chair or the Board Treasurer may sign in the absence of either the Board Chair or Board Secretary.
3. The Board by resolution or motion may designate the required signature or signatures to execute a specific contract or instrument on behalf of the Board.
4. Other authority for execution of contracts on behalf of the Western Lake Superior Sanitary District is specified in the WLSSD Purchasing Policy and Procedures.
5. Nothing in this Policy prevents the use of electronic or digital signatures in place of handwritten signatures pursuant to the Uniform Electronic Transactions Act (Minn. Stat. § 325L.01 et. Seq.) and WLSSD Electronic Signature Policy.

Adopted this ____ day of _____, 2023.

Laura Ness, Board Chair

Rob Schilling, Board Secretary

WESTERN LAKE SUPERIOR SANITARY DISTRICT

2626 Courtland Street
Duluth, Minnesota 55806-1894
Phone: (218) 722-3336
FAX: (218) 727-7471
<http://www.wlssd.duluth.mn.us>



MEMORANDUM

Clear Answers for Clean Water™

To: Committee of the Whole

From: Nathan D. Hartman, P.E.

Date: December 18, 2023

Subject: Secondary Clarifier Rehabilitation – Professional Services

Background

The sanitary district's wastewater treatment facility has four (4) secondary clarifiers with concrete tanks over 45 years old. Each tank has a rotating collector mechanism with a service age of 20 years. The tanks and collector equipment are reaching the end of their useful life and need rehabilitation.

In October 2022, clarifier No. 2 experienced a catastrophic failure which resulted in the center column collapsing and twisting. WLSSD hired Bolton & Menk to inspect the failed equipment along with the equipment manufacturer. The inspection revealed center column had severe corrosion and metal loss, which likely caused the failure. Areas above the waterline had shown evidence of severe corrosion on any exposed carbon steel. WLSSD decided to perform emergency repairs on the clarifier and replace the center column, C80 drive unit, scum arms and boxes, and replace the platform at the end of the bridge. The intent of the emergency project was to get clarifier 2 back online as quickly as possible and budget for a full rehabilitation the following year.

Additionally, the other three (3) clarifiers were drained and inspected between December 2022 and February 2023. Similar deficiencies were discovered in the center column of the other three clarifiers as well. Bolton & Menk provided a structural repair plan to reinforce the center columns of the remaining clarifiers. These repairs were accomplished with the intent to extend the life of the collector mechanism until the full rehabilitation project could replace the equipment.

District staff selected Bolton & Menk for the Clarifier 2 Emergency Repair project due to their previous experience with clarifier rehabilitation. After the successful completion of the emergency repair project, Bolton & Menk was asked to provide a proposal for the full Secondary Clarifier Rehabilitation project.

Scope

Bolton & Menk has submitted a proposal for professional services for design and bidding services for the Secondary Clarifier Rehabilitation Project. The scope includes full rehabilitation to clarifiers 1 and 4, mechanical rehab to clarifier 3, and structural rehab to clarifier 2. The design will also include improvements to the return activated sludge (RAS) well and ancillary facilities to the clarifier building including replacement of the electrical substation and concrete walkways. The scope of work will include production of plans and specifications to facilitate bidding and construction of the improvements.

Budget

Bolton & Menk has proposed a fee of \$1,025,000 to complete design of the Secondary Clarifier Rehabilitation and produce bidding documents:

Preliminary Design	\$106,500
Detailed Design, Review, and Contract Documents	\$843,000
Bidding Services and Contract Award	\$75,500
TOTAL	\$1,025,000

This project was included in the 2023 Minnesota State Bonding Bill which is funding 50% of the estimated \$35 million project cost. The remaining \$17.5 million is included in the approved 2024 capital budget and will be funded from a low interest loan from the state revolving fund.

Schedule

The Secondary Clarifier Rehabilitation Project will be designed and bid as one complete project. Plans and specifications will be submitted to the MPCA for review in March of 2024 with the intent of bidding the project in late summer of 2024.

Staff recommends that the Board approve entering into an agreement with Bolton & Menk in the amount of \$1,025,000 for the Design and Bidding of the Secondary Clarifier Rehabilitation Project which is funded from the 2024 Capital Budget.

WESTERN LAKE SUPERIOR SANITARY DISTRICT

2626 Courtland Street
Duluth, Minnesota 55806-1894
Phone: (218) 722-3336
FAX: (218) 727-7471
<http://www.wlssd.duluth.mn.us>

**MEMORANDUM**

Clear Answers for Clean Water™

To: WLSSD Committee of the Whole

From: Dianne Mathews, P.E.

Date: December 11, 2023

Subject: Request for Proposal (RFP) for Professional Engineering Services for WLSSD's Miscellaneous Forcemain Rehabilitation, Phase 2 - Recommendation of Award for Professional Engineering Services

Project Background

WLSSD's regional interceptor sewer system is designed to collect and transport wastewater from municipal and industrial customers in southern St. Louis County and northeast Carlton County. WLSSD owns and maintains approximately 33 miles of forcemain pipe ranging in size from 6 to 54 inches. A forcemain review has been completed by WLSSD as part of our Interceptor Asset Management Program and has determined rehabilitation is needed on the Knowlton Creek and Scanlon forcemains.

Non-destructive testing methods have been used at WLSSD air release valves (ARV) to measure the thickness and condition of the forcemains. These vaults provide access to the forcemain at high points which are more susceptible to corrosion and condition concerns. Inspections and measurements from 2013 to present have indicated degradation in the ductile iron pipe, air release valve components and pipe saddles along the Knowlton Creek forcemain. External surface corrosion was identified at all the valve vaults and it is critical to maintain or extend the life of the system at these locations.

The first phase of forcemain rehabilitation was completed in 2022. This phase included abandonment of Knowlton Creek forcemain ARV vault C007 and replacement of the ARV vaults C001 and C002. New air release valves, isolation valves and cathodic protection were included. While the pipe was found to be in good condition, corrosion of the external components in the valve vaults was confirmed which reinforced the project priorities.

Phase 2 of the Miscellaneous forcemain rehabilitation project will consist of replacing two additional vaults at C009 and C010. The project will also reinstall the line stop at location C001 in order to

remove a failed knife gate valve. This work is needed to determine the cause of failure and to replace the failed valve.

CDM Smith was selected in December 2020 (RFP #1424) to evaluate and design the Phase 1 rehabilitation and continues to provide professional engineering services on the forcemain rehabilitation project. A proposal was requested and received from CDM Smith for Phase 2.

Scope of Work

CDM Smith provided a scope of work that provides design and bidding services to replace air release vaults C009 and C010. In addition, replacement of the knife gate in C001 will be included.

The scope of work includes the following:

- a. Perform geotechnical and topographical surveys of proposed locations
- b. Develop design specifications and drawings for replacement of ARV vaults C009 and C010
- c. Develop design specifications and drawings for replacement of the knife gate valve in C001
- d. Incorporate improvements to the design criteria and specifications based on Phase 1 observations
- e. Prepare bid documents incorporating WLSSD's standard guide specifications for Division 0 and 1
- f. Provide cost estimates at design milestones
- g. Conduct pre-bid meeting and prepare any necessary addenda
- h. Review bids and recommend award

Schedule

Plans and specifications will be submitted to the MPCA for approval in March 2024.

The anticipated schedule is below:

Project Schedule

Date	Activity
Upon Board Approval	Begin Design
March 2024	Submit plans to MPCA
May 2024	Award construction contract
Summer/Fall 2024	Construction

Budget

Phase 1 of the Knowlton Creek forcemain project cost totaled \$5.29 Million. The 2022 Capital Budget includes \$4.5 Million for Phase 2 of the forcemain improvements. The project is currently on the 2024 fundable projects on the Intended Use Plan (IUP) and is eligible for a low interest loan through the Clean Water State Revolving Fund.

CDM Smith provided a proposal with a fee of \$110,911 for professional engineering services. This design phase will be funded from the 2024 Budget G/L 1300-3512.

Project Budget Summary

Project Phase		Cost
Design Phase Professional Services		\$110,911
Construction Phase Engineering		\$200,000 (estimate)
Construction		\$3,300,000 (estimate)
	Total	\$3,600,000 (estimate)

Recommendation

WLSSD staff recommends the Board approve a contract with CDM Smith to provide professional engineering services associated with the Miscellaneous Forcemain Rehabilitation, Phase 2 project in an amount not to exceed \$110,911 from G/L 1300-3512.

Committee Reports

No Committee Reports

Reporting

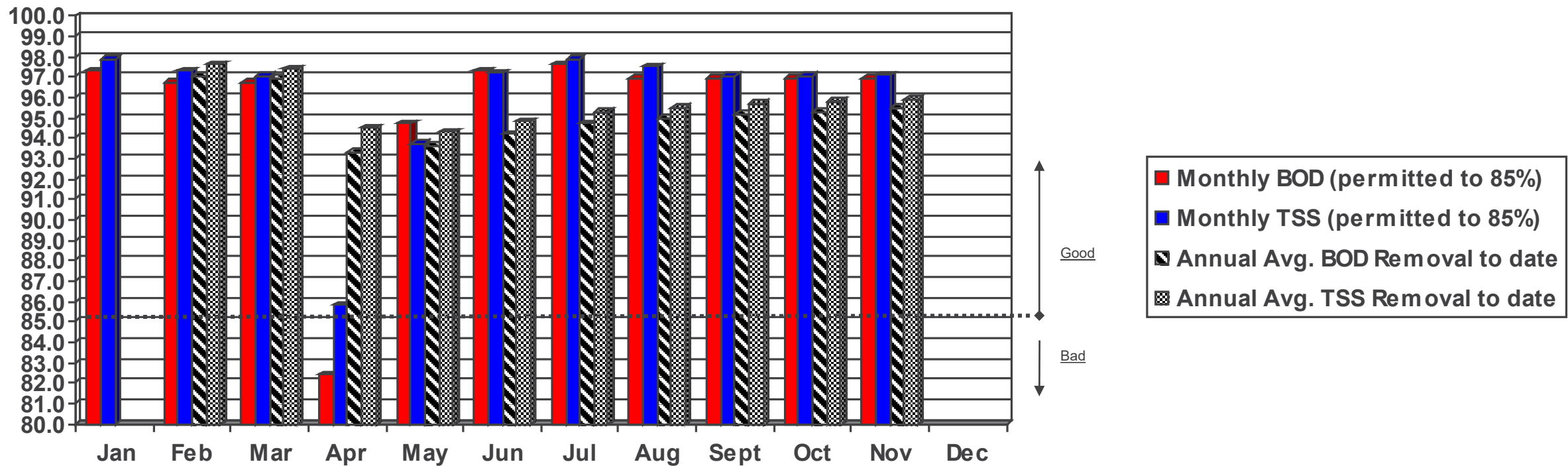
Monthly Financials will be handed out at the
Monday December 18, 2023, Board Meeting

NPDES

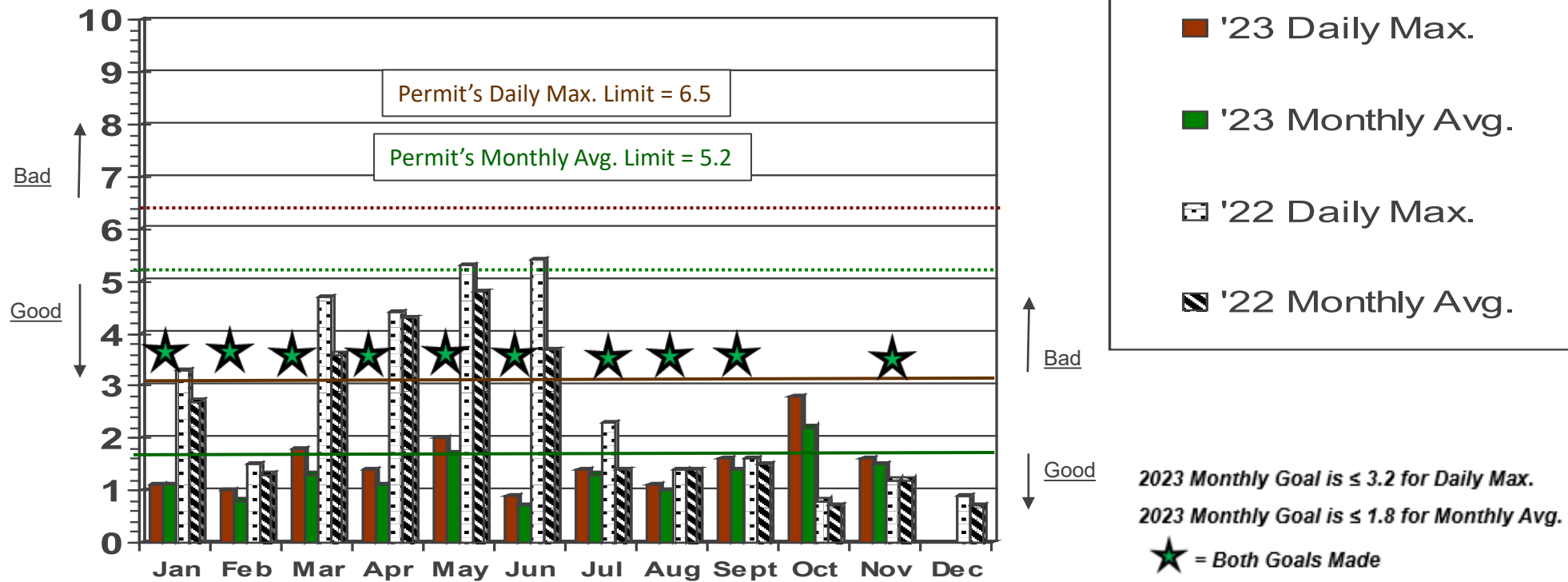


2023 Biochemical Oxygen Demand (cBOD) & Total Suspended Solids (TSS) Removals

- values are percentages -



2023 Daily Maximum & Monthly Average Effluent Concentrations of Total Mercury (in ppt)

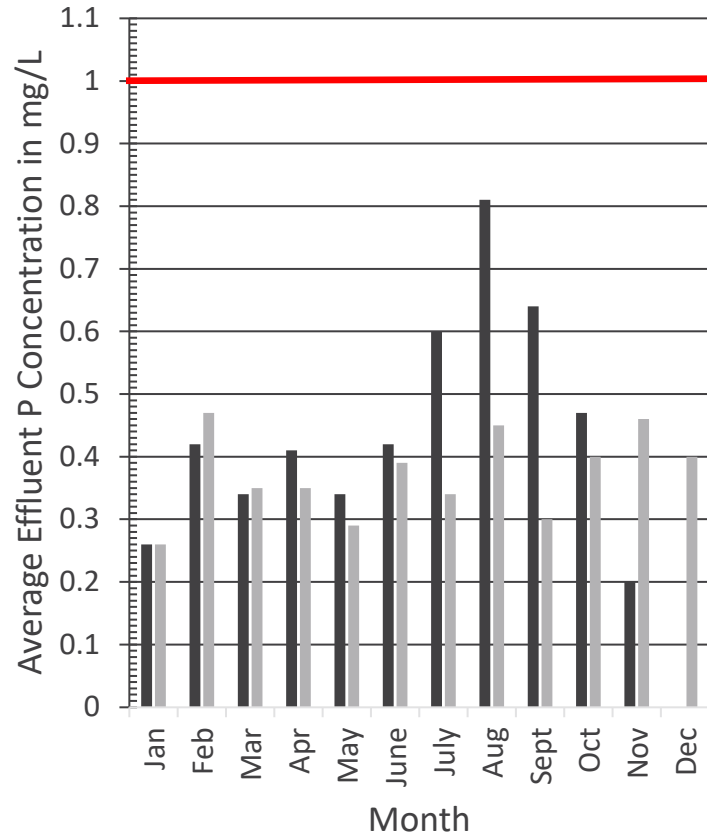


2023 Effluent Phosphorus

Previous Year in Grey

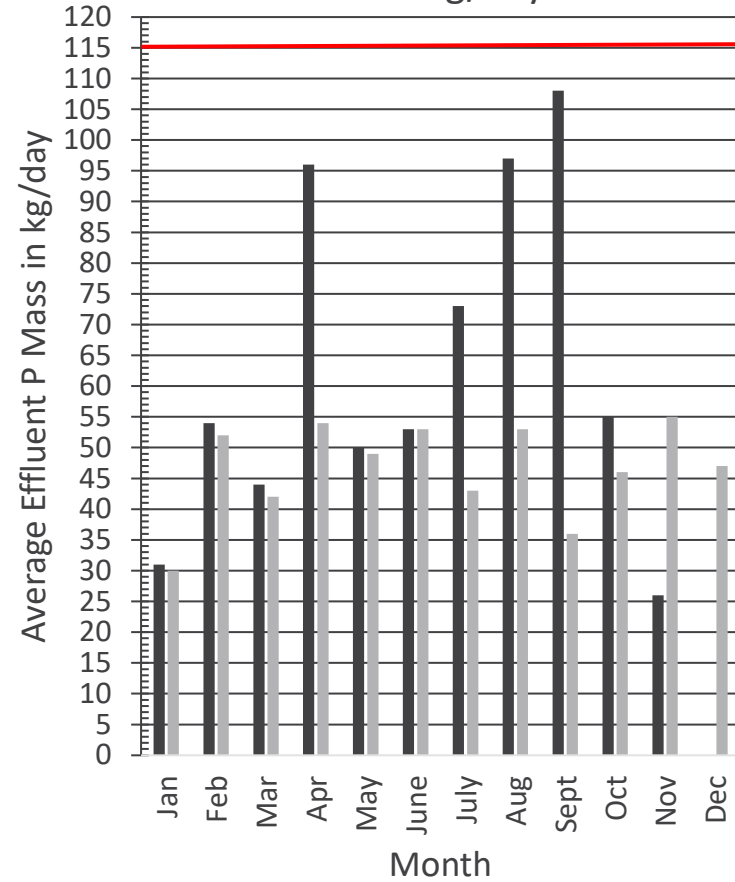
Monthly Average Concentration

LIMIT is 1.0 mg/L (ppm)



Monthly Average Mass

LIMIT is 115 kg/day



Month	Release(s)	Location(s)	Volume (gals.) <i>-if available-</i>	2023 Sewage Releases Reported to MPCA by WLSSD <div>Total – 17 reported by WLSSD</div>
January	1	Bruce Circle/Hwy 61 Esko (E008)	14,000	
February	--	--	--	
March	--	--	--	
April	8	Becks Road (4), PRO21 (2), HT93 (1) and HT95 (1)	Foam – 235 g WW – 110,000	
May	2	Hwy 210, C11	10 g, 9200 g	
June	--	--	--	
July	--	--	--	
August	--	--	--	
September	5 Releases, 1 Bypass	EA 036A, 039, 045 HT 094 and 095 MMFs on 9/23-26/2023	MH – est. 107,000 ByPass – 72.8 MGD	
October	--	--	--	
November	--	--	--	
December				



Executive Director Reporting