

# 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™

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**To:** WLSSD Board of Directors  
**From:** Lauri Amundson  
**Date:** April 24, 2024  
**Subject:** May 2024 Meeting Schedule

Operations and Planning Committee	Tuesday, May 14, 2024, at 11:30 am
Personnel Committee	Wednesday, May 15, 2024, at 11:30 am
Finance and Governance Committee	Thursday, May 16, 2024, at 11:30 am
Committee of the Whole	Monday May 20, 2024, at 04:45 p.m.
Regular Board Meeting	Monday May 20, 2024, at 5:00 p.m.



**AGENDA**  
**REGULAR BOARD MEETING**  
April 29, 2024  
5:00 p.m.

- 1. Agenda Review**
- 2. Old Business (confirmation of approval)**
  - a) Sanitary Sewer Extension – Peyton Acres Phase 2A, 3 & 4
  - b) Letter of Support for St. Louis County Solid Waste Disposal Facility
- 3. Approval of Consent Agenda Items**
  - a) February 26 Regular Board minutes (No Board meeting in March)
  - b) Board Member vouchers for February and March
  - c) Payment vouchers dated February 21-April 23, 2024
- 4. New Business Items for Discussion and Approval**

Operations & Planning

- a) Approval of Revisions to Inflow and Infiltration Ordinance
- b) Approval of Carlton County Joint Powers Agreement Extension

Finance/Personnel

- c) Resolution 24-03 Approving PFA Loan Application of Secondary Clarifier Improvements, Phase Two
- d) Resolution 24-04 Approving Loan Application for Miscellaneous Gravity Interceptor Improvements (Lakeside)
- e) Resolution 24-05 Approving PFA Loan Application for Miscellaneous Forcemain
- f) Resolution 24-06 Approval of the 2024 Chambers of Commerce Dues
- g) Approval of Property Insurance Liability Coverage Waiver
- h) Job Review Approvals
  1. Approval of Lead Solid Waste Operator Job Description and Pay Grade
  2. Approval of Lead Biosolids Operator Job Description and Pay Grade
  3. Approval of Lead Collections System Operator Job Description and Pay Grade
  4. Approval of Collections System Operator 1 Job Description and Pay Grade
  5. Approval of Collections System Operator 2 Job Description and Pay Grade
  6. Approval of Collections System Operator 3 Job Description and Pay Grade
  7. Approval of Operator Apprentice Job Description and Pay Grade
- g) Approval of Assistant Director Position Addition, Job Description, and Pay Grade
- i) Approval of 2024 Pay Equity Report

**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)**

# Old Business



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**MEMORANDUM**

**To:** WLSSD Board

**From:** Dan Belden, Senior Planner

**Date:** March 11, 2024

**Subject:** Sanitary Sewer Extension – Peyton Acres Phase 2A, 3 & 4 (City of Hermantown)

**PROJECT DESCRIPTION**

This City of Hermantown project consists of an approximate 2,500-foot extension of 8-inch PVC sanitary sewer. This line is being extended from previously permitted phases 1A, 1B and 1C. Previous phases consisted of a total 30 lots. This extension request will include an additional 32 lots of residential housing. The newly constructed sewer will connect to an existing City of Hermantown sanitary sewer. The estimated flow increase for these thirty two lots is 8,320 gallons per day. The proposed sanitary sewer extension will result in new flow to the WLSSD Bayview Heights and West Interceptors.

The City of Hermantown is currently in compliance with the WLSSD Ordinance Establishing Standards for Reduction of Inflow and Infiltration. This project will have minimal impact on the capacity of the downstream collection systems.

**RECOMMENDATION**

**Given the above, WLSSD staff recommends the WLSSD Board approve this City of Hermantown sewer extension request and authorizes staff to forward the application to the WLSSD Board of Directors for consideration at the April 29th Board Meeting**



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## Western Lake Superior Sanitary District

March 25, 2024

Minnesota Pollution Control Agency  
Solid Waste Permitting Unit  
520 Lafayette Road North  
St. Paul, MN 55155-4194

**RE: Letter of Support for a Regional Municipal Solid Waste Disposal Facility**

Dear Solid Waste Permitting Unit:

The Western Lake Superior Sanitary District (WLSSD) is committed to the waste management goal of the State of Minnesota which is to *“foster an integrated waste management system in a manner appropriate to the characteristics of the waste stream and thereby protect the states land, air, water and other natural resources and the public health”*.

As stated in the recently adopted Northeast Minnesota Regional Solid Waste Management Plan, the goal is to *“reduce toxicity in waste generated, coordinate solid waste management among political subdivisions, reduce indiscriminate dependence on disposal of waste, separate and recover materials and energy from waste, and promote orderly and deliberate development and financial security of waste facilities including disposal facilities.”* The WLSSD supports this goal.

WLSSD recognizes, however, that there is still a need for environmentally protective landfills as part of an integrated solid waste management system. WLSSD is supportive of a regional municipal solid waste (MSW) disposal facility that would improve logistics, help support recycling, and be environmentally and economically beneficial to WLSSD, its residents, and the State of Minnesota.

WLSSD currently disposes approximately 47,689 tons of MSW on an annual basis and this volume could be available for disposal at a regional facility if the economics and environmental factors are favorable to the District. WLSSD is aware of existing opportunities provided by St. Louis County for regional waste disposal and recyclable materials processing in Virginia, Minnesota.

For the reasons stated above and in the approved Northeast Minnesota Regional Solid Waste Management Plan, WLSSD is supportive of existing and future regional MSW disposal capacity, state of the art onsite leachate treatment, and recyclable materials processing at the St. Louis County Regional Landfill in Virginia, Minnesota.

Sincerely,

A handwritten signature in black ink that reads 'Laura Ness'.

Laura Ness  
Board Chair  
Western Lake Superior Sanitary District

# **Consent Agenda Items**



MINUTES  
REGULAR BOARD MEETING  
February 26, 2024  
5:00 p.m.

Board Members Present: Jim Aird, Julene Boe, Loren Lilly, Dave Manderfeld, Laura Ness, Marcia Podratz, Rob Schilling, Jack Ezell, and Paul Thomsen

Staff Present: Marianne Bohren, Cathy Remington, Julie Macor, Brandon Kohlts, Lacie Jurek, Nathan Hartman, and Lauri Amundson

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

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

**1. Approval of Consent Agenda Items**

- a. Regular Board minutes dated January 29, 2024
- b. Board Member vouchers for the month of January 2024
- c. Payment vouchers dated January 24, 2024, to February 20, 2024

MOTION: Member Aird to approve the Consent Agenda Items

SECOND: Member Boe

DISCUSSION: None

RESULT: The motion passed unanimously

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

- a. Approval of Bid #1478

Two bids were received. PVS Technologies \$1,276.00/dry ton and Hawkins Water Treatment Group \$1316.31/dry ton.

Recommendation: WLSSD recommends the Board award Bid# 1478 to the low bidder PVS Technologies in the amount of \$1,276.00/dry ton, for a period of twelve months and charged to GL account 11000-11020 and expensed to account 40000-66420. The estimated contract amount is \$215,899.20

MOTION: Member Podratz to approve

SECOND: Member Thomsen

RESULT: The motion passed unanimously

- e. Approval of Resolution 24-02; Establishing Executive Director Salary. WLSSD requests the Board to approve Resolution 24-02 in regards to the Executive Director salary.

MOTION: Member Thomsen

SECOND: Member Boe

RESULT: Roll call was taken. Resolution 24-02 passed with 9 ayes and 0 nays.

### 3. Reporting

- a. Communications:

Marianne reviewed the communications for February.

- b. Monthly Financials:

Cathy Remington discussed the monthly financials. The Wastewater Fund balances through January 2024 were highlighted. The Solid Waste Fund balances through January 2024 were highlighted.

- c. NPDES:

Julie Macor discussed the monthly NPDES.

- d. Executive Director

The meeting was adjourned at 5:28 p.m.

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Recording Secretary

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Board Chair

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Board Secretary



MINUTES  
COMMITTEE OF THE WHOLE MEETING  
February 26, 2024

Board Members Present: Rob Schilling, Julene Boe, Jim Aird, Paul Thomsen, Jack Ezell, Laura Ness, Marcia Podratz, Loren Lilly, and Dave Manderfeld

Staff Present: Marianne Bohren, Cathy Remington, Julie Macor, Nathan Hartman, Lacie Jurek and Lauri Amundson

Guests Present: Doug Host – CLA

Member Ness called the meeting to order at 4:45 p.m.

**Audit Entrance**

Doug Host from CLA discussed the upcoming audit. Host said there is a team of seven that will be conducting the audit. He reported that there were no findings in 2023. Host mentioned there are new audit standards and rules for financial reporting every year. The goal is to have the audit completed by April or May.

The meeting was adjourned at 4:58 p.m.

## WLSSD VOUCHER

## BOARD MEMBER'S PER DIEM &amp; EXPENSE CLAIM

## TO: WLSSD BOARD

Approval for the following claims is hereby requested for per diem compensation and expenses as follows:

(Authority: Minnesota 1971 Laws, Chapter 478, Section 3, Sub 9):

**Jim Aird**

	02/20/24 Operations and Planning Committee						\$50.00
	02/21/24 Combined Legislative and Finance						\$50.00
	02/26/24 Committee of the Whole						
	02/26/24 Regular Board Meeting						\$50.00
January mileage Adj Mileage:	1.0 @	48.0 miles =	48.00 miles @	0.015 /mile			\$0.72
Committee Meeting Mileage:	2.0 @	16.0 miles =	32.00 miles @	0.670 /mile			\$21.44
Board Meeting Mileage:	1.0 @	16.0 miles =	16.00 miles @	0.670 /mile			\$10.72
						<b>TOTAL CLAIM</b>	<b>\$182.88</b>

**Julene Boe**

	02/12/24 Personnel Committee						\$50.00
	02/20/24 Operations & Planning Committee						\$50.00
	02/21/24 Combined Legislative and Finance						\$50.00
	02/26/24 Committee of the Whole						
	02/26/24 Regular Board Meeting						\$50.00
January mileage Adj Mileage:	1.0 @	68.0 miles =	68.00 miles @	0.015 /mile			\$1.02
Committee Meeting Mileage:	3.0 @	17.0 miles =	51.00 miles @	0.670 /mile			\$34.17
Board Meeting Mileage:	1.0 @	17.0 miles =	17.00 miles @	0.670 /mile			\$11.39
						<b>TOTAL CLAIM</b>	<b>\$246.58</b>

**Jack Ezell**

	02/12/24 Personnel Committee						\$50.00
	02/20/24 Operations & Planning Committee						\$50.00
	02/21/24 Combined Legislative and Finance						\$50.00
	02/26/24 Committee of the Whole						
	02/26/24 Regular Board Meeting						\$50.00
January mileage Adj Mileage:	1.0 @	208.0 miles =	208.00 miles @	0.015 /mile			\$3.12
Committee Meeting Mileage:	3 @	52.0 miles =	156.00 miles @	0.670 /mile			\$104.52
Board Meeting Mileage:	1 @	52.0 miles =	52.00 miles @	0.670 /mile			\$34.84
						<b>TOTAL CLAIM</b>	<b>\$342.48</b>

**Loren Lilly**

	02/12/24 Personnel Committee						\$50.00
	02/20/24 Operations and Planning Committee						\$50.00
	02/26/24 Committee of the Whole						
	02/26/24 Regular Board Meeting						\$50.00
January mileage Adj Mileage:	1.0 @	54.0 miles =	54.00 miles @	0.015 /mile			\$0.81
Committee Meeting Mileage:	2.0 @	6.0 miles =	12.00 miles @	0.670 /mile			\$8.04
Comm Whole Meeting Mileage:	@	24.0 miles =	0.00 miles @	0.670 /mile			\$0.00
Board Meeting Mileage:	1.0 @	42.0 miles =	42.00 miles @	0.670 /mile			\$28.14
						<b>TOTAL CLAIM</b>	<b>\$186.99</b>

**Dave Manderfeld**

02/12/24 Personnel Committee	\$50.00
02/20/24 Operations & Planning Committee	\$50.00
02/21/24 Combined Legislative and Finance	\$50.00
02/26/24 Committee of the Whole	
02/26/24 Regular Board Meeting	\$50.00

January mileage Adj Mileage:	1.0 @	131.0 miles =	131.00 miles @	0.015 /mile	\$1.97
Committee Meeting Mileage:	3.0 @	36.0 miles =	108.00 miles @	0.670 /mile	\$72.36
Board Meeting Mileage:	1.0 @	23.0 miles =	23.00 miles @	0.670 /mile	\$15.41
TOTAL CLAIM					\$289.74

**Laura Ness**

Board Chair's Additional Compensation \$100.00

02/26/24 Committee of the Whole	
02/26/24 Regular Board Meeting	\$50.00

January mileage Adj Mileage:	1.0 @	9.8 miles =	9.80 miles @	0.015 /mile	\$0.15
Committee Meeting Mileage:	@	9.8 miles =	0.00 miles @	0.670 /mile	\$0.00
Board Meeting Mileage:	1.0 @	9.8 miles =	9.80 miles @	0.670 /mile	\$6.57
TOTAL CLAIM					\$156.72

**Marcia Podratz**

02/12/24 Personnel Committee	\$50.00
02/21/24 Combined Legislative and Finance	\$50.00
02/26/24 Committee of the Whole	
02/26/24 Regular Board Meeting	\$50.00

January mileage Adj Mileage:	1.0 @	37.8 miles =	37.80 miles @	0.015 /mile	\$0.57
Committee Meeting Mileage:	2.0 @	12.6 miles =	25.20 miles @	0.670 /mile	\$16.88
Board Meeting Mileage:	1.0 @	12.6 miles =	12.60 miles @	0.670 /mile	\$8.44
TOTAL CLAIM					\$175.90

**Rob Schilling**

02/12/24 Personnel Committee	\$50.00
02/20/24 Operations & Planning Committee	\$50.00
02/21/24 Combined Legislative and Finance	\$0.00
02/26/24 Committee of the Whole	
02/26/24 Regular Board Meeting	\$50.00

January mileage Adj Mileage:	1.0 @	145.0 miles =	145.00 miles @	0.015 /mile	\$2.18
Committee Meeting Mileage:	2.0 @	38.0 miles =	76.00 miles @	0.670 /mile	\$50.92
Board Meeting Mileage:	1.0 @	31.0 miles =	31.00 miles @	0.670 /mile	\$20.77
TOTAL CLAIM					\$223.87

**Paul Thomsen**

02/12/24 Personnel Committee	\$50.00
02/20/24 Operations & Planning Committee	\$50.00
02/21/24 Combined Legislative and Finance	\$50.00
02/26/24 Committee of the Whole	
02/26/24 Regular Board Meeting	\$50.00
02/28/24 Fraud Interview	\$50.00

January mileage Adj Mileage:	1.0 @	52.0 miles =	52.00 miles @	0.015 /mile	\$0.78
Committee Meeting Mileage:	3.0 @	13.0 miles =	39.00 miles @	0.670 /mile	\$26.13
Board Meeting Mileage:	1.0 @	13.0 miles =	13.00 miles @	0.670 /mile	\$8.71
TOTAL CLAIM					\$285.62



**WLSSD VOUCHER**

BOARD MEMBER'S PER DIEM & EXPENSE CLAIM

**TO: WLSSD BOARD**

Approval for the following claims is hereby requested for per diem compensation and expenses as follows:

(Authority: Minnesota 1971 Laws, Chapter 478, Section 3, Sub 9):

**Jim Aird**

03/06/24 Duluth & St. Louis County Day Event	\$50.00
03/07/24 Duluth & St. Louis County Day Event	\$50.00
03/19/24 Operations & Planning Committee	\$50.00

Committee Meeting Mileage:	1.0 @	16.0 miles =	16.00 miles @	0.670 /mile	\$10.72
Board Meeting Mileage:	@	16.0 miles =	0.00 miles @	0.670 /mile	\$0.00
TOTAL CLAIM					\$160.72

**Julene Boe**

Committee Meeting Mileage:	@	17.0 miles =	0.00 miles @	0.670 /mile	\$0.00
Board Meeting Mileage:	@	17.0 miles =	0.00 miles @	0.670 /mile	\$0.00
TOTAL CLAIM					\$0.00

**Jack Ezell**

03/06/24 Duluth & St. Louis County Day Event	\$50.00
03/07/24 Duluth & St. Louis County Day Event	\$50.00
03/19/24 Operations & Planning Committee	\$50.00
03/20/24 Combined Finance & Personnel Committee	\$50.00

Committee Meeting Mileage:	2 @	52.0 miles =	104.00 miles @	0.670 /mile	\$69.68
Board Meeting Mileage:	@	52.0 miles =	0.00 miles @	0.670 /mile	\$0.00
TOTAL CLAIM					\$269.68

**Loren Lilly**

03/19/24 Operations and Planning Committee	\$50.00
03/20/24 Combined Finance & Personnel Committee	\$50.00

Committee Meeting Mileage:	2.0 @	6.0 miles =	12.00 miles @	0.670 /mile	\$8.04
Comm Whole Meeting Mileage:	@	24.0 miles =	0.00 miles @	0.670 /mile	\$0.00
Board Meeting Mileage:	@	42.0 miles =	0.00 miles @	0.670 /mile	\$0.00
TOTAL CLAIM					\$108.04

March Board Vouchers

**Dave Manderfeld**

Committee Meeting Mileage:	@	36.0 miles =	0.00 miles @	0.670 /mile	\$0.00
Board Meeting Mileage:	@	23.0 miles =	0.00 miles @	0.670 /mile	\$0.00
TOTAL CLAIM					\$0.00

**Laura Ness**

Board Chair's Additional Compensation					\$0.00
No Board Meeting in March					
Committee Meeting Mileage:	@	9.8 miles =	0.00 miles @	0.670 /mile	\$0.00
Board Meeting Mileage:	@	9.8 miles =	0.00 miles @	0.670 /mile	\$0.00
TOTAL CLAIM					\$0.00

**Marcia Podratz**

03/06/24 Duluth & St. Louis County Day Event					\$50.00
03/07/24 Duluth & St. Louis County Day Event					\$50.00
03/20/24 Combined Finance & Personnel Committee					\$50.00
Committee Meeting Mileage:	1.0 @	12.6 miles =	12.60 miles @	0.670 /mile	\$8.44
Board Meeting Mileage:	@	12.6 miles =	0.00 miles @	0.670 /mile	\$0.00
TOTAL CLAIM					\$158.44

**Rob Schilling**

03/19/24 Operations and Planning Committee					\$50.00
03/20/24 Combined Finance & Personnel Committee					\$50.00
Committee Meeting Mileage:	2.0 @	38.0 miles =	76.00 miles @	0.670 /mile	\$50.92
Board Meeting Mileage:	@	31.0 miles =	0.00 miles @	0.670 /mile	\$0.00
TOTAL CLAIM					\$150.92

**Paul Thomsen**

03/19/24 Operations and Planning Committee					\$50.00
03/20/24 Combined Finance & Personnel Committee					\$50.00
Committee Meeting Mileage:	2.0 @	13.0 miles =	26.00 miles @	0.670 /mile	\$17.42
Board Meeting Mileage:	@	13.0 miles =	0.00 miles @	0.670 /mile	\$0.00
TOTAL CLAIM					\$117.42

Job Submission Parameters

Date: 3/20/2024

Time: 9:28 AM CDT

Username: jamie.carlson@wlssd.com

<b>Vendor Group:</b> 1 Western Lake Superior Sanitary District	<b>Company:</b> 1 Western Lake Superior Sanitary District
<b>Pay Group:</b> 1 Western Lake Superior Sanitary District	<b>Process Level:</b>
<b>Cash Code:</b> 10225 US Bank Or <b>Cash Code Group:</b>	
<b>From Payment Date:</b> 02/21/2024 <b>To Payment Date:</b> 03/19/2024	
<b>Report Option:</b> All	<b>Document Currency:</b> Account Currency
<b>Payment Code:</b>	
<b>Use Cash Requirements Sort Options:</b> No	
<b>Report Distribution</b>	
<b>Cash Payment Register Report:</b>	<b>Report Export Type:</b> PDF

Cash Payment Register continued...

Date 3/20/24  
Time 9:28 AM CDT

Pay Group 1 Western Lake Superior Sanitary District  
Post Company 1 Western Lake Superior Sanitary District  
Cash Payment Register for 2/21/24 thru 3/19/24

USD  
USD

All Report Account Currency

Company 1 Western Lake Superior Sanitary District  
Cash Code 10225 US Bank  
Payment Code ACH Currency USD

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
300045	P799	1	2676		Minnesota Dept Of Revenue	St Paul	2/21/24	Issued	700.00	USD
300046	P852	1	216		Commissioner Of Revenue	St Paul	2/22/24	Issued	11,838.63	USD
300047	P853	1	948	48MN	PERA	St Paul	2/22/24	Issued	39,679.12	USD
300048	P854	1	1392		United States Treasury	Kansas City	2/22/24	Issued	64,892.06	USD
300049	P855	1	4098		Minnesota Child Support	St Paul	2/22/24	Issued	179.04	USD
300050	P856	1	5996		MSRS	St Paul	2/22/24	Issued	9,284.00	USD
300051	P857	1	6586		WLSSD Cafeteria Plan - US Bank	.	2/22/24	Issued	2,656.36	USD
300052	P858	1	216		Commissioner Of Revenue	St Paul	2/29/24	Issued	3,092.19	USD
300053	P859	1	948	48MN	PERA	St Paul	2/29/24	Issued	10,179.44	USD
300054	P860	1	1392		United States Treasury	Kansas City	2/29/24	Issued	17,978.10	USD
300055	P861	1	5996		MSRS	St Paul	2/29/24	Issued	6,077.00	USD
300056	P862	1	6586		WLSSD Cafeteria Plan - US Bank	.	2/29/24	Issued	1,190.45	USD
300057	P865	1	5775		MN Dept Of Revenue (C)	St Paul	2/22/24	Issued	564.43	USD
300059	P1162	1	190	90MN	AFSCME Council 5	St Paul	3/15/24	Issued	5,445.52	USD
300060	P1163	1	216		Commissioner Of Revenue	St Paul	3/15/24	Issued	16,437.78	USD
300061	P1164	1	948	48MN	PERA	St Paul	3/15/24	Issued	52,540.47	USD
300062	P1165	1	1392		United States Treasury	Kansas City	3/15/24	Issued	90,310.47	USD
300063	P1166	1	4098		Minnesota Child Support	St Paul	3/15/24	Issued	179.04	USD
300064	P1167	1	5028	1MN	AFSCME Council 5	St Paul	3/15/24	Issued	12.18	USD
300065	P1168	1	5996		MSRS	St Paul	3/15/24	Issued	15,596.00	USD
300066	P1169	1	6586		WLSSD Cafeteria Plan - US Bank	.	3/15/24	Issued	3,805.14	USD

***	Payment Code	ACH	Totals		
			Total Open Payments	21	352,637.42
			Total Reconciled Payments		0.00
			Total Void Payments		0.00
			Total Stale Dated Payments		0
			Total Escheated Payments		0

Cash Payment Register continued...

Date 3/20/24  
Time 9:28 AM CDT

Pay Group 1 Western Lake Superior Sanitary District  
Post Company 1 Western Lake Superior Sanitary District  
Cash Payment Register for 2/21/24 thru 3/19/24

USD  
USD

Page 2

All Report Account Currency

Company 1 Western Lake Superior Sanitary District  
Cash Code 10225 US Bank  
Payment Code APC Currency USD

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
400057	P782	1	352		ESC Systems Sound-Life-Safety	Proctor	2/23/24	Issued	683.50	USD
400058	P783	1	395		Fryberger Buchanan	Duluth	2/23/24	Issued	13,662.40	USD
400059	P784	1	759		Wiese USA	St. Louis	2/23/24	Issued	505.00	USD
400060	P785	1	821	21MN	Airgas North Central	Chicago	2/23/24	Issued	2,684.37	USD
400061	P786	1	1012		Northstar Ford	Duluth	2/23/24	Issued	224.95	USD
400062	P787	1	1041	02MN	Viking Industrial North	Columbus	2/23/24	Issued	119.16	USD
400063	P788	1	1091	91MN	Ferguson Enterprises LLC #1657	Chicago	2/23/24	Issued	334.70	USD
400064	P789	1	1366	66IA	Mccoy Construction & Forestry	Dubuque	2/23/24	Issued	844.34	USD
400065	P790	1	1440		Guardian Pest Control Inc	Superior	2/23/24	Issued	150.40	USD
400066	P791	1	2017	17IL	Waste Management Of WI-MN	Carol Stream	2/23/24	Issued	6,926.12	USD
400067	P792	1	4389	23MN	Metro Sales Inc	Burnsville	2/23/24	Issued	3,094.06	USD
400068	P793	1	4421	21OH	Applied Industrial Tech	Chicago	2/23/24	Issued	7,495.42	USD
400069	P794	1	5642		Lulich Implement	Mason	2/23/24	Issued	38.00	USD
400070	P795	1	5877		Belly River Corporation	Appleton	2/23/24	Issued	2,009.95	USD
400071	P796	1	6037		Michaud Distributing	Duluth	2/23/24	Issued	184.00	USD
400072	P797	1	6101	01	Msc Industrial Supply Co	Saint Louis	2/23/24	Issued	988.58	USD
400073	P798	1	6335		Air Fiber Inc.	Superior	2/23/24	Issued	500.00	USD
400074	P943	1	305	05MN	SPS Companies, Inc	St. Paul	3/1/24	Issued	175.04	USD
400075	P944	1	422		W W Goetsch Assoc Inc	Minneapolis	3/1/24	Issued	1,911.61	USD
400076	P945	1	1041	02MN	Viking Industrial North	Columbus	3/1/24	Issued	85.90	USD
400077	P946	1	1440		Guardian Pest Control Inc	Superior	3/1/24	Issued	36.85	USD
400078	P947	1	2017	17IL	Waste Management Of WI-MN	Carol Stream	3/1/24	Issued	623.79	USD
400079	P948	1	2032		Shel-Don Reproduction Centre	Duluth	3/1/24	Issued	295.42	USD
400080	P949	1	3838	38GA	Polydyne Inc	Atlanta	3/1/24	Issued	133,860.00	USD
400081	P950	1	4421	21OH	Applied Industrial Tech	Chicago	3/1/24	Issued	66.28	USD
400082	P951	1	4903		Liberty Tire Recycling, Llc-Mn	Pittsburgh	3/1/24	Issued	1,746.10	USD
400083	P952	1	6365		Vonco V LLC Duluth	Becker	3/1/24	Issued	277.47	USD
400084	P1011	1	305	05MN	SPS Companies, Inc	St. Paul	3/7/24	Issued	53.35	USD
400085	P1012	1	422		W W Goetsch Assoc Inc	Minneapolis	3/7/24	Issued	95.89	USD
400086	P1013	1	821	21MN	Airgas North Central	Chicago	3/7/24	Issued	1,065.68	USD
400087	P1014	1	1012		Northstar Ford	Duluth	3/7/24	Issued	79.95	USD
400088	P1015	1	2017	17IL	Waste Management Of WI-MN	Carol Stream	3/7/24	Issued	554.48	USD
400089	P1016	1	2032		Shel-Don Reproduction Centre	Duluth	3/7/24	Issued	142.81	USD
400090	P1017	1	2512	12MN	Culligan Of Cloquet	Minneapolis	3/7/24	Issued	357.00	USD
400091	P1018	1	3766		Portable John	Hibbing	3/7/24	Issued	478.80	USD
400092	P1019	1	4421	21OH	Applied Industrial Tech	Chicago	3/7/24	Issued	604.86	USD
400093	P1020	1	6037		Michaud Distributing	Duluth	3/7/24	Issued	37.50	USD
400094	P1021	1	6101	01	Msc Industrial Supply Co	Saint Louis	3/7/24	Issued	23.17	USD
400095	P1122	1	821	21MN	Airgas North Central	Chicago	3/14/24	Issued	845.04	USD
400096	P1123	1	1041	02MN	Viking Industrial North	Columbus	3/14/24	Issued	18.12	USD
400097	P1124	1	1440		Guardian Pest Control Inc	Superior	3/14/24	Issued	76.70	USD
400098	P1125	1	2017	17IL	Waste Management Of WI-MN	Carol Stream	3/14/24	Issued	5,725.62	USD
400099	P1126	1	3970		North States Crane & Hoist	Duluth	3/14/24	Issued	2,738.16	USD
400100	P1127	1	4421	21OH	Applied Industrial Tech	Chicago	3/14/24	Issued	279.34	USD
400101	P1128	1	4903		Liberty Tire Recycling, Llc-Mn	Pittsburgh	3/14/24	Issued	1,084.60	USD
400102	P1129	1	6037		Michaud Distributing	Duluth	3/14/24	Issued	199.00	USD
400103	P1130	1	6101	01	Msc Industrial Supply Co	Saint Louis	3/14/24	Issued	115.90	USD
400104	P1131	1	6335		Air Fiber Inc.	Superior	3/14/24	Issued	500.00	USD

Cash Payment Register continued...

Date 3/20/24  
Time 9:28 AM CDT

Pay Group 1 Western Lake Superior Sanitary District  
Post Company 1 Western Lake Superior Sanitary District  
Cash Payment Register for 2/21/24 thru 3/19/24

USD  
USD

Page 3

All Report Account Currency

Company 1 Western Lake Superior Sanitary District  
Cash Code 10225 US Bank  
Payment Code APC

Currency USD

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
400105	P1132	1	6365		Vonco V LLC Duluth	Becker	3/14/24	Issued	619.97	USD

\*\*\* Payment Code APC

Totals	
Total Open Payments	49
Total Reconciled Payments	195,219.35
Total Void Payments	0.00
Total Stale Dated Payments	0
Total Escheated Payments	0

Cash Payment Register continued...

Date 3/20/24  
Time 9:28 AM CDT

Pay Group 1 Western Lake Superior Sanitary District  
Post Company 1 Western Lake Superior Sanitary District  
Cash Payment Register for 2/21/24 thru 3/19/24

USD  
USD

Page 4

All Report Account Currency

Company 1 Western Lake Superior Sanitary District  
Cash Code 10225 US Bank  
Payment Code CHK Currency USD

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
500218	P708	1	320		Duncan Co	Minneapolis	2/22/24	Issued	42,273.86	USD
500219	P709	1	424		Goodwill Industries	Duluth	2/22/24	Issued	5,400.00	USD
500220	P710	1	632		Lakehead Constructors Inc	Superior	2/22/24	Issued	47,306.09	USD
500221	P711	1	702		Mars Supply	Duluth	2/22/24	Issued	244.36	USD
500222	P712	1	838		Northwest Outlet	Superior	2/22/24	Issued	318.06	USD
500223	P713	1	850	50MN	Auto Value Duluth West	Duluth	2/22/24	Issued	30.99	USD
500224	P714	1	922	01FE	Ferguson Enterprises LLC #1657	Chicago	2/22/24	Issued	6,035.26	USD
500225	P715	1	992	92MN	Road Machinery & Supply	Minneapolis	2/22/24	Issued	2,206.28	USD
500226	P716	1	1175	75TX	United Rentals Inc.	Dallas	2/22/24	Issued	1,335.02	USD
500227	P717	1	1177		Tech Sales Co	Minneapolis	2/22/24	Issued	2,383.00	USD
500228	P718	1	1362		McMaster Carr Supply	Chicago	2/22/24	Issued	22.49	USD
500229	P719	1	1600	01ND	Flint Group	Fargo	2/22/24	Issued	600.00	USD
500230	P720	1	1866		Carlton County Zoning Office	Carlton	2/22/24	Issued	1,324.06	USD
500231	P721	1	1966	66MN	Fastenal Company	Winona	2/22/24	Issued	734.86	USD
500232	P722	1	2133	33MN	United Electric	Chicago	2/22/24	Issued	439.74	USD
500233	P723	1	2366		Gopher State One-Call	Hanover	2/22/24	Issued	131.00	USD
500234	P724	1	2651		SEH Engineers Architects Inc	St Paul	2/22/24	Issued	12,146.05	USD
500235	P725	1	2794		USA Bluebook	Gurnee	2/22/24	Issued	1,248.30	USD
500236	P726	1	2954		Interstate Batteries-Twin Port	Superior	2/22/24	Issued	856.00	USD
500237	P727	1	3742		SGS Axys Analytical Services	Toronto	2/22/24	Issued	955.46	USD
500238	P728	1	4560	2AZ	Centurylink	Phoenix	2/22/24	Issued	1,090.29	USD
500239	P729	1	4767	01IL	PVS Technologies, Inc.	Chicago	2/22/24	Issued	10,977.45	USD
500240	P730	1	4785		North Shore Analytical, Inc.	Duluth	2/22/24	Issued	2,250.00	USD
500241	P731	1	4797		Core Advantage	Superior	2/22/24	Issued	9,006.89	USD
500242	P732	1	5073	73MN	Blaine Brothers	Minneapolis	2/22/24	Issued	461.79	USD
500243	P733	1	5137	37MN	Twin Ports Paper & Supply Inc.	Duluth	2/22/24	Issued	453.76	USD
500244	P734	1	5629		City Of Superior Landfill	Superior	2/22/24	Issued	335,200.77	USD
500245	P735	1	5683		John's Twin Ports Recycling	Duluth	2/22/24	Issued	1,140.00	USD
500246	P736	1	5836	F1	Mediacom	Carol Stream	2/22/24	Issued	177.90	USD
500247	P737	1	5903		EMICC	Perry	2/22/24	Issued	1,910.40	USD
500248	P738	1	6380		Red Wing Business Advantage	Dallas	2/22/24	Issued	229.49	USD
500249	P739	1	6504		Fueling Minnesota	St Paul	2/22/24	Issued	156.00	USD
500250	P740	1	6596		Kodru-Mooney	Jordan	2/22/24	Issued	675.72	USD
500251	P741	1	6601		Air Products And Chemicals Inc	Charlotte	2/22/24	Issued	6,832.91	USD
500252	P742	1	6648		Deere Credit, Inc.	Carol Stream	2/22/24	Issued	2,040.49	USD
500253	P743	1	6682		Petroleum Traders Corporation	Fort Wayne	2/22/24	Issued	1,651.89	USD
500254	P744	1	6699		Putzmaus America Boiler Tube	Delta	2/22/24	Issued	475.91	USD
500255	P745	1	6740	01CS	Tom Kraemer, Inc.	Cold Spring	2/22/24	Issued	90.00	USD
500256	P746	1	6756		Dori L. Decker	Duluth	2/22/24	Issued	160.37	USD
500257	P747	1	6819	01MN	Bell Bank Equipment Finance	Maple Grove	2/22/24	Issued	2,268.59	USD
500258	P748	1	6872		Mayday Consulting, LLC	Moose Lake	2/22/24	Issued	1,940.00	USD
500259	P851	1	1606		Nuss Truck & Equipment	Proctor	2/27/24	Issued	108,867.33	USD
500260	P876	1	449	49CO	Hach Company	Chicago	2/29/24	Issued	3,482.00	USD
500261	P877	1	557		Jamar Company	Duluth	2/29/24	Issued	3,232.03	USD
500262	P878	1	632		Lakehead Constructors Inc	Superior	2/29/24	Issued	69,420.65	USD
500263	P879	1	647	47MN	League Of MN Cities Insurance	Minneapolis	2/29/24	Issued	77,417.00	USD
500264	P880	1	753		Minnesota Power	Minneapolis	2/29/24	Issued	10,798.00	USD
500265	P881	1	874	74MN	Pace Analytical Services LLC	Chicago	2/29/24	Issued	294.00	USD

Cash Payment Register continued...

Date 3/20/24  
Time 9:28 AM CDT

Pay Group 1 Western Lake Superior Sanitary District  
Post Company 1 Western Lake Superior Sanitary District  
Cash Payment Register for 2/21/24 thru 3/19/24

USD  
USD

Page 5

All Report Account Currency

Company 1 Western Lake Superior Sanitary District  
Cash Code 10225 US Bank  
Payment Code CHK Currency USD

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
500266	P882	1	922	01FE	Ferguson Enterprises LLC #1657	Chicago	2/29/24	Issued	2,723.23	USD
500267	P883	1	941		Proctor Journal	Proctor	2/29/24	Issued	888.00	USD
500268	P884	1	1040	40MN	Activar Plastics Product Group	Minneapolis	2/29/24	Issued	85.84	USD
500269	P885	1	1222		Twin Ports Testing Inc	Superior	2/29/24	Issued	1,089.74	USD
500270	P886	1	1324	24WI	Motion Industries Inc	St Louis	2/29/24	Issued	662.21	USD
500271	P887	1	1352	52MN	Graybar Electric Co, Inc.	Chicago	2/29/24	Issued	112.81	USD
500272	P888	1	1362		McMaster Carr Supply	Chicago	2/29/24	Issued	956.28	USD
500273	P889	1	1377		Minnesota Life Insurance Co	St Paul	2/29/24	Issued	7,078.54	USD
500274	P890	1	1709		LHB Engineers & Architects Inc	Duluth	2/29/24	Issued	7,771.40	USD
500275	P891	1	1966	66MN	Fastenal Company	Winona	2/29/24	Issued	502.13	USD
500276	P892	1	2075		City Of Hermantown	Hermantown	2/29/24	Issued	33.12	USD
500277	P893	1	2623		Proctor True Value Bldg Supply	Proctor	2/29/24	Issued	95.00	USD
500278	P894	1	2794		USA Bluebook	Gurnee	2/29/24	Issued	3,021.26	USD
500279	P895	1	2954		Interstate Batteries-Twin Port	Superior	2/29/24	Issued	59.60	USD
500280	P896	1	3428		Mellin Promotional Advertising	Duluth	2/29/24	Issued	1,036.21	USD
500281	P897	1	4166		Madison National Life Ins Co.	Carol Stream	2/29/24	Issued	1,762.24	USD
500282	P898	1	4545		Caroline Clement	Duluth	2/29/24	Issued	95.44	USD
500283	P899	1	4560		Centurylink	Phoenix	2/29/24	Issued	11,234.69	USD
500284	P900	1	4673		Fluid Interiors	Minneapolis	2/29/24	Issued	40,841.81	USD
500285	P901	1	4708		Infor (US), Inc.	Minneapolis	2/29/24	Issued	380.00	USD
500286	P902	1	4767	01IL	PVS Technologies, Inc.	Chicago	2/29/24	Issued	11,246.65	USD
500287	P903	1	4785		North Shore Analytical, Inc.	Duluth	2/29/24	Issued	125.00	USD
500288	P904	1	4959		SCP Science	Baie D'urfe	2/29/24	Issued	526.00	USD
500289	P905	1	5042	26MO	Scientific Sales, Inc	Oak Ridge	2/29/24	Issued	133.70	USD
500290	P906	1	5491	01MW	Pomp's Tire Service	Milwaukee	2/29/24	Issued	271.20	USD
500291	P907	1	5526	26MN	St Louis County Extension Serv	Duluth	2/29/24	Issued	50.00	USD
500292	P908	1	5672		MAVO Systems	White Bear Lake	2/29/24	Issued	850.00	USD
500293	P909	1	5771	71WA	ALS Group USA, Corp	Dallas	2/29/24	Issued	710.00	USD
500294	P910	1	5845	46MA	CDM Smith	Boston	2/29/24	Issued	15,197.29	USD
500295	P911	1	5960		Donohue And Associates	Sheboygan	2/29/24	Issued	82,994.46	USD
500296	P912	1	6057		Magney Construction, Inc	Chanhausen	2/29/24	Issued	180,465.56	USD
500297	P913	1	6199		Apex Engineering Products Corp	Aurora	2/29/24	Issued	4,943.24	USD
500298	P914	1	6367	01PA	Sand Creek Eap LLC	Chicago	2/29/24	Issued	885.00	USD
500299	P915	1	6534		Treatment Resources Inc	Minneapolis	2/29/24	Issued	11,134.47	USD
500300	P916	1	6625	01MI	Crestmark Bank	Troy	2/29/24	Issued	1,358.75	USD
500301	P917	1	6655		SEK Designs	Duluth	2/29/24	Issued	1,517.50	USD
500302	P918	1	6682		Petroleum Traders Corporation	Fort Wayne	2/29/24	Issued	3,186.71	USD
500303	P919	1	6689	01TX	Insight Public Sector	Dallas	2/29/24	Issued	81,027.05	USD
500304	P920	1	6759		Uline	Chicago	2/29/24	Issued	261.86	USD
500305	P921	1	6782	01IL	Eurofins Environment Testing	Carol Stream	2/29/24	Issued	1,072.00	USD
500306	P922	1	6801		Carlson Timber Products, Inc.	Sandstone	2/29/24	Issued	1,301.80	USD
500307	P923	1	6802		Shank Constructors, Inc.	Brooklyn Park	2/29/24	Issued	645,460.32	USD
500308	P924	1	6832	01TN	Nordic Consulting Partners	Nashville	2/29/24	Issued	104,800.00	USD
500309	P925	1	6837		Deschenes	Duluth	2/29/24	Issued	300.00	USD
500310	P926	1	6842	01CA	Governmentjobs.Com, Inc	Pasadena	2/29/24	Issued	3,887.77	USD
500311	P927	1	6881	01SP	CTC	St. Paul	2/29/24	Issued	400.00	USD
500312	P928	1	6882	01IL	Scaffold Service	Chicago	2/29/24	Issued	9,216.50	USD
500313	P929	1	6912		Armory Shell Towing, Inc.	Virginia	2/29/24	Issued	10,300.00	USD



Cash Payment Register continued...

Date 3/20/24  
Time 9:28 AM CDT

Pay Group 1 Western Lake Superior Sanitary District  
Post Company 1 Western Lake Superior Sanitary District  
Cash Payment Register for 2/21/24 thru 3/19/24

USD  
USD

Page 6

All Report Account Currency

Company 1 Western Lake Superior Sanitary District  
Cash Code 10225 US Bank  
Payment Code CHK Currency USD

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
500314	P930	1	6915		Tyler Thibert	Cloquet	2/29/24	Issued	169.99	USD
500315	P968	1	204	01MN	Duluth News Tribune	Fargo	3/7/24	Issued	71.25	USD
500316	P969	1	394	12MN	Kurita America Inc	Minneapolis	3/7/24	Issued	300.00	USD
500317	P970	1	411	01MN	General Cleaning Corporation	Duluth	3/7/24	Issued	7,531.00	USD
500318	P971	1	752	MN52	MN Pollution Control Agency	St Paul	3/7/24	Issued	40,750.00	USD
500319	P972	1	850	50MN	Auto Value Duluth West	Duluth	3/7/24	Issued	120.00	USD
500320	P973	1	901		Petty Cash - Office	-	3/7/24	Issued	13.50	USD
500321	P974	1	902		PFC Equipment	Maple Grove	3/7/24	Issued	54,340.00	USD
500322	P975	1	992	92MN	Road Machinery & Supply	Minneapolis	3/7/24	Issued	96,886.90	USD
500323	P976	1	1040	40MN	Activar Plastics Product Group	Minneapolis	3/7/24	Issued	1,304.51	USD
500324	P977	1	1324	24WI	Motion Industries Inc	St Louis	3/7/24	Issued	295.27	USD
500325	P978	1	1352	52MN	Graybar Electric Co, Inc.	Chicago	3/7/24	Issued	79.71	USD
500326	P979	1	1362		McMaster Carr Supply	Chicago	3/7/24	Issued	44.81	USD
500327	P980	1	1488		Itasca County Treasurer	Grand Rapids	3/7/24	Issued	435.00	USD
500328	P981	1	1866		Carlton County Zoning Office	Carlton	3/7/24	Issued	1,320.50	USD
500329	P982	1	1966	66MN	Fastenal Company	Winona	3/7/24	Issued	679.83	USD
500330	P983	1	1978		Hartel's Disposal	Proctor	3/7/24	Issued	6,091.68	USD
500331	P984	1	2075		City Of Hermantown	Hermantown	3/7/24	Issued	188.00	USD
500332	P985	1	2096		Lake County Auditor	Two Harbors	3/7/24	Issued	282.50	USD
500333	P986	1	2127		Houck Transit Advertising	St. Paul	3/7/24	Issued	1,250.00	USD
500334	P987	1	2508	08MN	Russell-Seik-Steel	Duluth	3/7/24	Issued	314.62	USD
500335	P988	1	2794		USA Bluebook	Gurnee	3/7/24	Issued	400.42	USD
500336	P989	1	3428		Mellin Promotional Advertising	Duluth	3/7/24	Issued	1,933.77	USD
500337	P990	1	3865		St. Louis County Env Serv	Virginia	3/7/24	Issued	2,036.50	USD
500338	P991	1	4749		Soil Control Lab	Watsonville	3/7/24	Issued	89.00	USD
500339	P992	1	4827		Stack Bros.	Superior	3/7/24	Issued	6,566.00	USD
500340	P993	1	5073	73MN	Blaine Brothers	Minneapolis	3/7/24	Issued	665.63	USD
500341	P994	1	5263	63GA	Yokogawa Corp. Of America	Atlanta	3/7/24	Issued	42,381.71	USD
500342	P995	1	5613	13NC	Trico Tcwind Inc.	Charlotte	3/7/24	Issued	438.29	USD
500343	P996	1	5660		Minnesota Energy Resources	Carol Stream	3/7/24	Issued	190.09	USD
500344	P997	1	5960		Donohue And Associates	Sheboygan	3/7/24	Issued	1,247.50	USD
500345	P998	1	6466		Marco Technologies LLC	Minneapolis	3/7/24	Issued	1,712.53	USD
500346	P999	1	6495		QED Environmental Systems Inc	Atlanta	3/7/24	Issued	2,231.00	USD
500347	P1000	1	6517		Kwik Trip Inc	La Crosse	3/7/24	Issued	590.59	USD
500348	P1001	1	6625	01MI	Crestmark Bank	Troy	3/7/24	Issued	3,703.75	USD
500349	P1002	1	6682		Petroleum Traders Corporation	Fort Wayne	3/7/24	Issued	1,356.88	USD
500350	P1003	1	6726	01IA	Involta	Cedar Rapids	3/7/24	Issued	1,350.00	USD
500351	P1004	1	6728		Hadronex, Inc.	Escondido	3/7/24	Issued	1,101.00	USD
500352	P1005	1	6782	01IL	Eurofins Environment Testing	Carol Stream	3/7/24	Issued	1,072.00	USD
500353	P1006	1	6791		Sir Benedict's Tavern	Duluth	3/7/24	Issued	342.61	USD
500354	P1007	1	6832	01TN	Nordic Consulting Partners	Nashville	3/7/24	Issued	2,280.00	USD
500355	P1008	1	6838	01IL	GE Digital LLC	Chicago	3/7/24	Issued	13,805.13	USD
500356	P1009	1	6887	01MN	JS Bloomington Heartland Group	Bloomington	3/7/24	Issued	2,798.40	USD
500357	P1010	1	6916		Wicklund Collision Center	Duluth	3/7/24	Issued	1,773.57	USD
500358	P1074	1	394	12MN	Kurita America Inc	Minneapolis	3/14/24	Issued	1,029.40	USD
500359	P1075	1	541	41MN	Industrial Weldors & Machinist	Duluth	3/14/24	Issued	3,580.00	USD
500360	P1076	1	632		Lakehead Constructors Inc	Superior	3/14/24	Issued	176,523.25	USD
500361	P1077	1	902		PFC Equipment	Maple Grove	3/14/24	Issued	5,515.69	USD

Cash Payment Register continued...

Date 3/20/24  
Time 9:28 AM CDT

Pay Group 1 Western Lake Superior Sanitary District  
Post Company 1 Western Lake Superior Sanitary District  
Cash Payment Register for 2/21/24 thru 3/19/24

USD  
USD

Page 7

All Report Account Currency

Company 1 Western Lake Superior Sanitary District  
Cash Code 10225 US Bank  
Payment Code CHK Currency USD

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
500362	P1078	1	922	01FE	Ferguson Enterprises LLC #1657	Chicago	3/14/24	Issued	3,280.99	USD
500363	P1079	1	1022		City Of Scanlon Water Dept	Scanlon	3/14/24	Issued	211.66	USD
500364	P1080	1	1352	52MN	Graybar Electric Co, Inc.	Chicago	3/14/24	Issued	3,195.00	USD
500365	P1081	1	1600	01ND	Flint Group	Fargo	3/14/24	Issued	150.00	USD
500366	P1082	1	1606	06MN	Nuss Truck & Equipment	Rochester	3/14/24	Issued	512.34	USD
500367	P1083	1	1709		LHB Engineers & Architects Inc	Duluth	3/14/24	Issued	1,703.00	USD
500368	P1084	1	1915	01IL	Conney Safety	Chicago	3/14/24	Issued	143.03	USD
500369	P1085	1	1966	66MN	Fastenal Company	Winona	3/14/24	Issued	361.35	USD
500370	P1086	1	2508	08MN	Russell-Seik-Steel	Duluth	3/14/24	Issued	602.13	USD
500371	P1087	1	2651		SEH Engineers Architects Inc	St Paul	3/14/24	Issued	15,273.14	USD
500372	P1088	1	3149	02WI	L&S Electric	Milwaukee	3/14/24	Issued	342.45	USD
500373	P1089	1	3940	40MN	Veolia ES Technical Solutions	Chicago	3/14/24	Issued	5,989.50	USD
500374	P1090	1	3940	41MN	Veolia ES Technical Solutions	Chicago	3/14/24	Issued	1,185.44	USD
500375	P1091	1	4611		Daniel Belden	Esko	3/14/24	Issued	261.48	USD
500376	P1092	1	4708		Infor (US), Inc.	Minneapolis	3/14/24	Issued	195,011.00	USD
500377	P1093	1	4883	45IL	Environmental Resource Assoc	Palatine	3/14/24	Issued	1,310.37	USD
500378	P1094	1	5073	73MN	Blaine Brothers	Minneapolis	3/14/24	Issued	1,051.59	USD
500379	P1095	1	5283		David Manderfeld	Duluth	3/14/24	Issued	289.74	USD
500380	P1096	1	5525		Consolidated Communications	St. Louis	3/14/24	Issued	1,107.82	USD
500381	P1097	1	5660		Minnesota Energy Resources	Carol Stream	3/14/24	Issued	257.70	USD
500382	P1098	1	5836	F1	Mediacom	Carol Stream	3/14/24	Issued	156.90	USD
500383	P1099	1	5961		James E Aird	Proctor	3/14/24	Issued	182.88	USD
500384	P1100	1	6211		Marcia Podratz	Duluth	3/14/24	Issued	175.89	USD
500385	P1101	1	6212		Paul Thomsen	Duluth	3/14/24	Issued	285.62	USD
500386	P1102	1	6313		Julene Boe	Duluth	3/14/24	Issued	246.58	USD
500387	P1103	1	6438	01IL	Fortra, LLC	Chicago	3/14/24	Issued	23,700.00	USD
500388	P1104	1	6533		Loren Lilly	Cloquet	3/14/24	Issued	186.99	USD
500389	P1105	1	6542	MN13	Timothy Carlson	Two Harbors	3/14/24	Issued	109.90	USD
500390	P1106	1	6547		Laura Ness	Duluth	3/14/24	Issued	156.72	USD
500391	P1107	1	6601		Air Products And Chemicals Inc	Charlotte	3/14/24	Issued	24,000.00	USD
500392	P1108	1	6634		HR Green Inc	Des Moines	3/14/24	Issued	2,448.25	USD
500393	P1109	1	6648		Deere Credit, Inc.	Carol Stream	3/14/24	Issued	2,040.49	USD
500394	P1110	1	6682		Petroleum Traders Corporation	Fort Wayne	3/14/24	Issued	1,479.19	USD
500395	P1111	1	6689	01TX	Insight Public Sector	Dallas	3/14/24	Issued	4,556.00	USD
500396	P1112	1	6713	01AV	Allied Valve, Inc	Bettendorf	3/14/24	Issued	4,036.39	USD
500397	P1113	1	6731		Friends Of Lk Superior Natl ES	Superior	3/14/24	Issued	500.00	USD
500398	P1114	1	6755		Robert Schilling	Duluth	3/14/24	Issued	223.87	USD
500399	P1115	1	6759		Uline	Chicago	3/14/24	Issued	611.42	USD
500400	P1116	1	6782	01IL	Eurofins Environment Testing	Carol Stream	3/14/24	Issued	617.00	USD
500401	P1117	1	6801		Carlson Timber Products, Inc.	Sandstone	3/14/24	Issued	133,986.25	USD
500402	P1118	1	6819	01MN	Bell Bank Equipment Finance	Maple Grove	3/14/24	Issued	2,268.59	USD
500403	P1119	1	6833		John Ezell	Carlton	3/14/24	Issued	342.48	USD
500404	P1120	1	6871		MJ Companies, LLC	Duluth	3/14/24	Issued	700.00	USD
500405	P1121	1	6902		Flaherty & Hood, P.A.	St. Paul	3/14/24	Issued	701.25	USD

Cash Payment Register continued...

Date 3/20/24  
Time 9:28 AM CDT

Pay Group 1 Western Lake Superior Sanitary District  
Post Company 1 Western Lake Superior Sanitary District  
Cash Payment Register for 2/21/24 thru 3/19/24

USD  
USD

Page 8

All Report Account Currency

Company 1 Western Lake Superior Sanitary District  
Cash Code 10225 US Bank  
Payment Code CHK

Currency USD

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
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***	Payment Code	CHK	Totals							
			Total Open Payments				188		2,957,881.06	
			Total Reconciled Payments						0.00	
			Total Void Payments						0.00	
			Total Stale Dated Payments						0	
			Total Escheated Payments						0	

Cash Payment Register continued...

Date 3/20/24  
Time 9:28 AM CDT

Pay Group 1 Western Lake Superior Sanitary District  
Post Company 1 Western Lake Superior Sanitary District  
Cash Payment Register for 2/21/24 thru 3/19/24

USD  
USD

Page 9

All Report Account Currency

Company 1 Western Lake Superior Sanitary District  
Cash Code 10225 US Bank  
Payment Code PCR Currency USD

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
200041	P773	1	376		Fedex	Palatine	2/23/24	Issued	502.68	USD
200042	P774	1	1711	11IL	Grainger	Palatine	2/23/24	Issued	1,228.31	USD
200043	P775	1	4325		Advanced Weighing Systems	Lincoln	2/23/24	Issued	30,404.44	USD
200044	P776	1	4836		Verizon Wireless	St Louis	2/23/24	Issued	55.54	USD
200045	P777	1	5202		Idexx Laboratories	Atlanta	2/23/24	Issued	4,072.58	USD
200046	P778	1	6034	01MN	Innovative Office Solutions	Minneapolis	2/23/24	Issued	273.32	USD
200047	P779	1	6504		Fueling Minnesota	St Paul	2/23/24	Issued	38.32	USD
200048	P780	1	6540	40MA	Cintas Corporation	Dallas	2/23/24	Issued	2,771.09	USD
200049	P781	1	6841		Applicant Pro Holdings, LLC	Eagle Mountain	2/23/24	Issued	286.00	USD
200050	P931	1	6599		US Bank Credit Card	.	2/29/24	Issued	27,219.10	USD
200051	P961	1	296		City Of Duluth Comfort Systems	Minneapolis	3/1/24	Issued	291.81	USD
200052	P962	1	376		Fedex	Palatine	3/1/24	Issued	224.57	USD
200053	P963	1	1711	11IL	Grainger	Palatine	3/1/24	Issued	62.20	USD
200054	P964	1	4325		Advanced Weighing Systems	Lincoln	3/1/24	Issued	253.69	USD
200055	P965	1	6034	01MN	Innovative Office Solutions	Minneapolis	3/1/24	Issued	29.55	USD
200056	P966	1	6841		Applicant Pro Holdings, LLC	Eagle Mountain	3/1/24	Issued	353.00	USD
200057	P967	1	6913		PolyScience	Niles	3/1/24	Issued	1,007.28	USD
200058	P1043	1	296		City Of Duluth Comfort Systems	Minneapolis	3/7/24	Issued	17,558.91	USD
200059	P1044	1	376		Fedex	Palatine	3/7/24	Issued	337.90	USD
200060	P1045	1	1094	94IL	Schindler Elevator Corp	Chicago	3/7/24	Issued	398.22	USD
200061	P1046	1	1711	11IL	Grainger	Palatine	3/7/24	Issued	5,268.24	USD
200062	P1047	1	3329		Great Lakes Alarm Inc	Duluth	3/7/24	Issued	22.95	USD
200063	P1048	1	5847	01IL	Stericycle, Inc.	Chicago	3/7/24	Issued	160.00	USD
200064	P1049	1	6034	01MN	Innovative Office Solutions	Minneapolis	3/7/24	Issued	24.78	USD
200065	P1050	1	6504		Fueling Minnesota	St Paul	3/7/24	Issued	38.32	USD
200066	P1051	1	6841		Applicant Pro Holdings, LLC	Eagle Mountain	3/7/24	Issued	286.00	USD
200067	P1155	1	194		City Of Cloquet	Cloquet	3/14/24	Issued	2,644.55	USD
200068	P1156	1	296		City Of Duluth Comfort Systems	Minneapolis	3/14/24	Issued	1,481.01	USD
200069	P1157	1	376		Fedex	Palatine	3/14/24	Issued	296.49	USD
200070	P1158	1	1461		Dex Yp	Phoenix	3/14/24	Issued	131.00	USD
200071	P1159	1	6034	01MN	Innovative Office Solutions	Minneapolis	3/14/24	Issued	136.11	USD
200072	P1160	1	6540	40MA	Cintas Corporation	Dallas	3/14/24	Issued	1,813.03	USD

*** Payment Code	PCR	Totals	
		Total Open Payments	32
		Total Reconciled Payments	99,670.99
		Total Void Payments	0.00
		Total Stale Dated Payments	0
		Total Escheated Payments	0

Cash Payment Register continued...

Date 3/20/24  
Time 9:28 AM CDT

Pay Group 1 Western Lake Superior Sanitary District  
Post Company 1 Western Lake Superior Sanitary District  
Cash Payment Register for 2/21/24 thru 3/19/24

USD  
USD

Page 10

All Report Account Currency

Company 1 Western Lake Superior Sanitary District  
Cash Code 10225 US Bank  
Payment Code WIR

Currency USD

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
100007	P875	1	753		Minnesota Power	Minneapolis	2/23/24	Issued	329,411.20	USD

\*\*\* Payment Code WIR  
Totals  
Total Open Payments 1 329,411.20  
Total Reconciled Payments 0.00  
Total Void Payments 0.00  
Total Stale Dated Payments 0  
Total Escheated Payments 0

\*\*\* Cash Code 10225  
Totals  
Total Open Payments 291 3,934,820.02  
Total Reconciled Payments 0.00  
Total Void Payments 0.00  
Total Stale Dated Payments 0  
Total Escheated Payments 0

\*\*\* Pay Group 1  
USD Totals  
Total Open Payments 291 3,934,820.02  
Total Reconciled Payments 0.00  
Total Void Payments 0.00  
Total Stale Dated Payments 0  
Total Escheated Payments 0

# Cash Payment Register

## Job Submission Parameters

Date: 4/24/2024

Time: 8:51 AM CDT

Username: jamie.carlson@wlssd.com

<b>Vendor Group:</b> 1 Western Lake Superior Sanitary District	<b>Company:</b> 1 Western Lake Superior Sanitary District
<b>Pay Group:</b> 1 Western Lake Superior Sanitary District	<b>Process Level:</b>
<b>Cash Code:</b> 10225 US Bank Or <b>Cash Code Group:</b>	
<b>From Payment Date:</b> 03/20/2024 <b>To Payment Date:</b> 04/23/2024	
<b>Report Option:</b> All	<b>Document Currency:</b> Account Currency
<b>Payment Code:</b>	
<b>Use Cash Requirements Sort Options:</b> No	
<b>Format Option:</b> Standard	
<b>Report Distribution</b>	
<b>Cash Payment Register Report:</b>	<b>Report Export Type:</b>

Cash Payment Register continued...

Date 4/24/24  
Time 8:51 AM CDT

Pay Group 1 Western Lake Superior Sanitary District  
Post Company 1 Western Lake Superior Sanitary District  
Cash Payment Register for 3/20/24 thru 4/23/24

USD  
USD

Page 1

All Report Account Currency

Company 1 Western Lake Superior Sanitary District  
Cash Code 10225 US Bank  
Payment Code ACH  
Currency USD

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
300058	P1161	1	2676		Minnesota Dept Of Revenue	St Paul	3/20/24	Issued	604.00	USD
300067	P1272	1	3169		Northeast Service Cooperative	Mt. Iron	3/25/24	Issued	197,258.04	USD
300068	P1283	1	2688		Delta Dental Plan Of Minnesota	Minneapolis	3/25/24	Issued	13,478.47	USD
300069	P1284	1	2688		Delta Dental Plan Of Minnesota	Minneapolis	3/25/24	Issued	947.10	USD
300070	P1455	1	216		Commissioner Of Revenue	St Paul	4/9/24	Issued	3,399.57	USD
300071	P1456	1	948	48MN	PERA	St Paul	4/9/24	Issued	10,891.32	USD
300072	P1457	1	1392		United States Treasury	Kansas City	4/9/24	Issued	19,130.68	USD
300073	P1458	1	5996		MSRS	St Paul	4/9/24	Issued	5,817.00	USD
300074	P1459	1	6586		WLSSD Cafeteria Plan - US Bank	.	4/9/24	Issued	1,190.45	USD
300075	P1515	1	2676		Minnesota Dept Of Revenue	St Paul	4/19/24	Issued	852.00	USD
300076	P1527	1	216		Commissioner Of Revenue	St Paul	4/1/24	Issued	11,751.38	USD
300077	P1528	1	948	48MN	PERA	St Paul	4/1/24	Issued	39,851.22	USD
300078	P1529	1	1392		United States Treasury	Kansas City	4/1/24	Issued	65,364.57	USD
300079	P1530	1	4098		Minnesota Child Support	St Paul	4/1/24	Issued	179.04	USD
300080	P1531	1	5996		MSRS	St Paul	4/1/24	Issued	9,334.00	USD
300081	P1532	1	6586		WLSSD Cafeteria Plan - US Bank	.	4/1/24	Issued	2,614.69	USD
300082	P1537	1	190	90MN	AFSCME Council 5	St Paul	4/4/24	Issued	5,445.52	USD
300083	P1538	1	216		Commissioner Of Revenue	St Paul	4/4/24	Issued	11,509.59	USD
300084	P1539	1	948	48MN	PERA	St Paul	4/4/24	Issued	39,111.00	USD
300085	P1540	1	1392		United States Treasury	Kansas City	4/4/24	Issued	63,525.38	USD
300086	P1541	1	4098		Minnesota Child Support	St Paul	4/4/24	Issued	179.04	USD
300087	P1542	1	5028	1MN	AFSCME Council 5	St Paul	4/4/24	Issued	12.18	USD
300088	P1543	1	5996		MSRS	St Paul	4/4/24	Issued	9,459.00	USD
300089	P1544	1	6586		WLSSD Cafeteria Plan - US Bank	.	4/4/24	Issued	2,614.69	USD
300090	P1545	1	216		Commissioner Of Revenue	St Paul	4/15/24	Issued	3,365.86	USD
300091	P1546	1	948	48MN	PERA	St Paul	4/15/24	Issued	10,891.32	USD
300092	P1547	1	1392		United States Treasury	Kansas City	4/15/24	Issued	18,728.95	USD
300093	P1548	1	5996		MSRS	St Paul	4/15/24	Issued	6,193.00	USD
300094	P1549	1	6586		WLSSD Cafeteria Plan - US Bank	.	4/15/24	Issued	1,190.45	USD
300095	P1613	1	216		Commissioner Of Revenue	St Paul	4/18/24	Issued	11,789.56	USD
300096	P1614	1	948	48MN	PERA	St Paul	4/18/24	Issued	39,476.50	USD
300097	P1615	1	1392		United States Treasury	Kansas City	4/18/24	Issued	65,056.25	USD
300098	P1616	1	4098		Minnesota Child Support	St Paul	4/18/24	Issued	179.04	USD
300099	P1617	1	5996		MSRS	St Paul	4/18/24	Issued	9,559.00	USD
300100	P1618	1	6586		WLSSD Cafeteria Plan - US Bank	.	4/18/24	Issued	2,908.81	USD

*** Payment Code	ACH	Totals	
		Total Open Payments	35 683,858.67
		Total Reconciled Payments	0.00
		Total Void Payments	0.00
		Total Stale Dated Payments	0
		Total Escheated Payments	0

Cash Payment Register continued...

Date 4/24/24  
Time 8:51 AM CDT

Pay Group 1 Western Lake Superior Sanitary District  
Post Company 1 Western Lake Superior Sanitary District  
Cash Payment Register for 3/20/24 thru 4/23/24

USD  
USD

Page 2

All Report Account Currency

Company 1 Western Lake Superior Sanitary District  
Cash Code 10225 US Bank  
Payment Code APC Currency USD

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
400106	P1246	1	395		Fryberger Buchanan	Duluth	3/21/24	Issued	11,172.66	USD
400107	P1247	1	615		Kraemer Construction	Duluth	3/21/24	Issued	80.00	USD
400108	P1248	1	1440		Guardian Pest Control Inc	Superior	3/21/24	Issued	110.55	USD
400109	P1249	1	2032		Shel-Don Reproduction Centre	Duluth	3/21/24	Issued	147.44	USD
400110	P1250	1	3838	38GA	Polydyne Inc	Atlanta	3/21/24	Issued	66,000.00	USD
400111	P1251	1	4389	23MN	Metro Sales Inc	Burnsville	3/21/24	Issued	1,293.34	USD
400112	P1252	1	6365		Vonco V LLC Duluth	Becker	3/21/24	Issued	505.91	USD
400113	P1359	1	560	60MN	Jasper Engineering & Equipment	Hibbing	3/28/24	Issued	923.00	USD
400114	P1360	1	1012		Northstar Ford	Duluth	3/28/24	Issued	729.50	USD
400115	P1361	1	1440		Guardian Pest Control Inc	Superior	3/28/24	Issued	36.85	USD
400116	P1362	1	3044		Retrofit Recycling Inc	Owatonna	3/28/24	Issued	4,441.03	USD
400117	P1363	1	4421	21OH	Applied Industrial Tech	Chicago	3/28/24	Issued	1,272.35	USD
400118	P1364	1	4903		Liberty Tire Recycling, Llc-Mn	Pittsburgh	3/28/24	Issued	2,042.20	USD
400119	P1365	1	6037		Michaud Distributing	Duluth	3/28/24	Issued	160.00	USD
400120	P1366	1	6101	01	Msc Industrial Supply Co	Saint Louis	3/28/24	Issued	257.39	USD
400121	P1429	1	821	21MN	Airgas North Central	Chicago	4/4/24	Issued	1,378.41	USD
400122	P1430	1	1012		Northstar Ford	Duluth	4/4/24	Issued	79.95	USD
400123	P1431	1	1091	91MN	Ferguson Enterprises LLC #1657	Chicago	4/4/24	Issued	670.24	USD
400124	P1432	1	1131		Stewart Taylor Company	Duluth	4/4/24	Issued	75.00	USD
400125	P1433	1	2512	12MN	Culligan Of Cloquet	Minneapolis	4/4/24	Issued	626.75	USD
400126	P1434	1	3044		Retrofit Recycling Inc	Owatonna	4/4/24	Issued	2,477.20	USD
400127	P1435	1	3766		Portable John	Hibbing	4/4/24	Issued	478.80	USD
400128	P1436	1	4421	21OH	Applied Industrial Tech	Chicago	4/4/24	Issued	192.65	USD
400129	P1437	1	6101	01	Msc Industrial Supply Co	Saint Louis	4/4/24	Issued	231.84	USD
400130	P1497	1	395		Fryberger Buchanan	Duluth	4/11/24	Issued	10,122.39	USD
400131	P1498	1	821	21MN	Airgas North Central	Chicago	4/11/24	Issued	68.84	USD
400132	P1499	1	1091	91MN	Ferguson Enterprises LLC #1657	Chicago	4/11/24	Issued	219.77	USD
400133	P1500	1	1131		Stewart Taylor Company	Duluth	4/11/24	Issued	375.00	USD
400134	P1501	1	1440		Guardian Pest Control Inc	Superior	4/11/24	Issued	36.85	USD
400135	P1502	1	2017	17IL	Waste Management Of WI-MN	Carol Stream	4/11/24	Issued	560.94	USD
400136	P1503	1	6037		Michaud Distributing	Duluth	4/11/24	Issued	160.00	USD
400137	P1504	1	6335		Air Fiber Inc.	Superior	4/11/24	Issued	500.00	USD
400138	P1505	1	6365		Vonco V LLC Duluth	Becker	4/11/24	Issued	528.25	USD
400139	P1588	1	817		Northern Door & Hardware	Duluth	4/18/24	Void	82.00	USD
400140	P1589	1	821	21MN	Airgas North Central	Chicago	4/18/24	Issued	46.75	USD
400141	P1590	1	1012		Northstar Ford	Duluth	4/18/24	Issued	2,656.37	USD
400142	P1591	1	1041	02MN	Viking Industrial North	Columbus	4/18/24	Issued	74.90	USD
400143	P1592	1	1091	91MN	Ferguson Enterprises LLC #1657	Chicago	4/18/24	Issued	5,203.35	USD
400144	P1593	1	1440		Guardian Pest Control Inc	Superior	4/18/24	Issued	110.55	USD
400145	P1594	1	3044		Retrofit Recycling Inc	Owatonna	4/18/24	Issued	593.50	USD
400146	P1595	1	3838	38GA	Polydyne Inc	Atlanta	4/18/24	Issued	68,250.00	USD
400147	P1596	1	4389	23MN	Metro Sales Inc	Burnsville	4/18/24	Issued	1,330.78	USD
400148	P1597	1	4421	21OH	Applied Industrial Tech	Chicago	4/18/24	Issued	1,179.01	USD



Cash Payment Register continued...

Date 4/24/24  
Time 8:51 AM CDT

Pay Group 1 Western Lake Superior Sanitary District  
Post Company 1 Western Lake Superior Sanitary District  
Cash Payment Register for 3/20/24 thru 4/23/24

USD  
USD

Page 3

All Report Account Currency

Company 1 Western Lake Superior Sanitary District  
Cash Code 10225 US Bank  
Payment Code APC

Currency USD

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
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***	Payment Code	APC	Totals							
			Total Open Payments				42		187,400.31	
			Total Reconciled Payments						0.00	
			Total Void Payments				1		82.00	
			Total Stale Dated Payments						0	
			Total Escheated Payments						0	

Cash Payment Register continued...

Date 4/24/24  
Time 8:51 AM CDT

Pay Group 1 Western Lake Superior Sanitary District  
Post Company 1 Western Lake Superior Sanitary District  
Cash Payment Register for 3/20/24 thru 4/23/24

USD  
USD

Page 4

All Report Account Currency

Company 1 Western Lake Superior Sanitary District  
Cash Code 10225 US Bank  
Payment Code CHK Currency USD

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
500406	P1208	1	394	12MN	Kurita America Inc	Minneapolis	3/21/24	Issued	300.00	USD
500407	P1209	1	424		Goodwill Industries	Duluth	3/21/24	Issued	5,300.00	USD
500408	P1210	1	449	49CO	Hach Company	Chicago	3/21/24	Issued	241.25	USD
500409	P1211	1	526	26NE	Teledyne ISCO, Inc.	Chicago	3/21/24	Issued	2,055.00	USD
500410	P1212	1	1158	01MN	Total Tool	Minneapolis	3/21/24	Issued	380.32	USD
500411	P1213	1	1175	75TX	United Rentals Inc.	Dallas	3/21/24	Issued	1,443.32	USD
500412	P1214	1	1241		United Way Of Duluth	Duluth	3/21/24	Issued	847.00	USD
500413	P1215	1	1352	52MN	Graybar Electric Co, Inc.	Chicago	3/21/24	Issued	192.85	USD
500414	P1216	1	1437	37MN	Recycling Association Of MN	St. Paul	3/21/24	Issued	400.00	USD
500415	P1217	1	1606	06MN	Nuss Truck & Equipment	Rochester	3/21/24	Issued	1,865.47	USD
500416	P1218	1	1966	66MN	Fastenal Company	Winona	3/21/24	Issued	1,265.27	USD
500417	P1219	1	2366		Gopher State One-Call	Hanover	3/21/24	Issued	87.75	USD
500418	P1220	1	2508	08MN	Russell-Seik-Steel	Duluth	3/21/24	Issued	77.21	USD
500419	P1221	1	2606	06MN	Kennedy Scales Inc	Coon Rapids	3/21/24	Issued	339.20	USD
500420	P1222	1	2651		SEH Engineers Architects Inc	St Paul	3/21/24	Issued	10,962.42	USD
500421	P1223	1	2794		USA Bluebook	Gurnee	3/21/24	Issued	451.69	USD
500422	P1224	1	4019		Carlton County Fair	Barnum	3/21/24	Issued	500.00	USD
500423	P1225	1	4560		Centurylink	Phoenix	3/21/24	Issued	11,234.69	USD
500424	P1226	1	4560	2AZ	Centurylink	Phoenix	3/21/24	Issued	1,143.44	USD
500425	P1227	1	4663		Engineered Sales Company	Bloomington	3/21/24	Issued	1,760.05	USD
500426	P1228	1	4767	01IL	PVS Technologies, Inc.	Chicago	3/21/24	Issued	11,042.40	USD
500427	P1229	1	4797		Core Advantage	Superior	3/21/24	Issued	9,088.29	USD
500428	P1230	1	4959		Analytichem Canada, Inc.	Baie D'urfe	3/21/24	Issued	1,054.40	USD
500429	P1231	1	5073	73MN	Blaine Brothers	Minneapolis	3/21/24	Issued	3,660.83	USD
500430	P1232	1	5629		City Of Superior Landfill	Superior	3/21/24	Issued	306,673.75	USD
500431	P1233	1	5960		Donohue And Associates	Sheboygan	3/21/24	Issued	59,412.05	USD
500432	P1234	1	6454	IL01	Acp Creativit, LLC	Carol Stream	3/21/24	Issued	87.45	USD
500433	P1235	1	6540	40MA	Cintas Corporation	Dallas	3/21/24	Issued	861.31	USD
500434	P1236	1	6563		Stratum Consulting Partners In	Broomfield	3/21/24	Issued	2,620.00	USD
500435	P1237	1	6584	84MN	A-1 Disposal	Saginaw	3/21/24	Issued	1,306.00	USD
500436	P1238	1	6682		Petroleum Traders Corporation	Fort Wayne	3/21/24	Issued	735.78	USD
500437	P1239	1	6689	01TX	Insight Public Sector	Dallas	3/21/24	Issued	2,467.80	USD
500438	P1240	1	6740	01CS	Tom Kraemer, Inc.	Cold Spring	3/21/24	Issued	90.00	USD
500439	P1241	1	6782	01IL	Eurofins Environment Testing	Carol Stream	3/21/24	Issued	242.00	USD
500440	P1242	1	6799		Mobile Health Services, LLC	Minneapolis	3/21/24	Issued	1,390.00	USD
500441	P1243	1	6825		Bolton And Menk Inc.	Mankato	3/21/24	Issued	34,693.14	USD
500442	P1244	1	6872		Mayday Consulting, LLC	Moose Lake	3/21/24	Issued	760.00	USD
500443	P1245	1	6915		Tyler Thibert	Cloquet	3/21/24	Issued	50.00	USD
500444	P1326	1	541	41MN	Industrial Weldors & Machinist	Duluth	3/28/24	Issued	985.00	USD
500445	P1327	1	557		Jamar Company	Duluth	3/28/24	Issued	12,400.00	USD
500446	P1328	1	729	29MN	Dalco Enterprises, Inc.	St Paul	3/28/24	Issued	370.44	USD
500447	P1329	1	850	50MN	Auto Value Duluth West	Duluth	3/28/24	Issued	31.78	USD
500448	P1330	1	902		PFC Equipment	Maple Grove	3/28/24	Issued	4,675.64	USD
500449	P1331	1	935		Pro-Print Inc	Duluth	3/28/24	Issued	809.55	USD
500450	P1332	1	1319		Hawkins, Inc.	Minneapolis	3/28/24	Issued	20,862.76	USD
500451	P1333	1	1349	49MN	Goodin Co	Minneapolis	3/28/24	Issued	1,816.37	USD
500452	P1334	1	1352	52MN	Graybar Electric Co, Inc.	Chicago	3/28/24	Issued	1,029.40	USD
500453	P1335	1	1866		Carlton County Zoning Office	Carlton	3/28/24	Issued	690.84	USD

Cash Payment Register continued...

Date 4/24/24  
Time 8:51 AM CDT

Pay Group 1 Western Lake Superior Sanitary District  
Post Company 1 Western Lake Superior Sanitary District  
Cash Payment Register for 3/20/24 thru 4/23/24

USD  
USD

Page 5

All Report Account Currency

Company 1 Western Lake Superior Sanitary District  
Cash Code 10225 US Bank  
Payment Code CHK Currency USD

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
500454	P1336	1	1966	66MN	Fastenal Company	Winona	3/28/24	Issued	106.58	USD
500455	P1337	1	2096		Lake County Auditor	Two Harbors	3/28/24	Issued	345.42	USD
500456	P1338	1	2459		Compensation Consultants, Ltd	Cloquet	3/28/24	Issued	1,770.00	USD
500457	P1339	1	3698		Wood City Motors	Cloquet	3/28/24	Issued	2,352.58	USD
500458	P1340	1	3865		St. Louis County Env Serv	Virginia	3/28/24	Issued	8,485.96	USD
500459	P1341	1	4052		NCPERS Group Life Ins.	Jacksonville	3/28/24	Issued	832.00	USD
500460	P1342	1	4166		Madison National Life Ins Co.	Carol Stream	3/28/24	Issued	2,051.55	USD
500461	P1343	1	4749		Soil Control Lab	Watsonville	3/28/24	Issued	111.00	USD
500462	P1344	1	4767	01IL	PVS Technologies, Inc.	Chicago	3/28/24	Issued	11,194.36	USD
500463	P1345	1	4785		North Shore Analytical, Inc.	Duluth	3/28/24	Issued	1,325.00	USD
500464	P1346	1	5629		City Of Superior Landfill	Superior	3/28/24	Issued	22,142.65	USD
500465	P1347	1	5845	45IL	CDM Smith	Chicago	3/28/24	Issued	21,960.00	USD
500466	P1348	1	5865	65MN	Kemble, Inc.	Duluth	3/28/24	Issued	5,776.00	USD
500467	P1349	1	6121	02MN	Essentia Health	Duluth	3/28/24	Issued	337.50	USD
500468	P1350	1	6124	01IL	Stantec Consulting Services	Chicago	3/28/24	Issued	3,527.00	USD
500469	P1351	1	6518		Dell-Comm Inc	Mounds View	3/28/24	Issued	504.63	USD
500470	P1352	1	6584	84MN	A-1 Disposal	Saginaw	3/28/24	Issued	145.00	USD
500471	P1353	1	6601		Air Products And Chemicals Inc	Charlotte	3/28/24	Issued	4,838.73	USD
500472	P1354	1	6625	01MI	Crestmark Bank	Troy	3/28/24	Issued	11,502.50	USD
500473	P1355	1	6682		Petroleum Traders Corporation	Fort Wayne	3/28/24	Issued	490.68	USD
500474	P1356	1	6713	01AV	Allied Valve, Inc	Bettendorf	3/28/24	Issued	545.34	USD
500475	P1357	1	6802		Shank Constructors, Inc.	Brooklyn Park	3/28/24	Issued	1,750,328.25	USD
500476	P1358	1	6871		MJ Companies, LLC	Duluth	3/28/24	Issued	3,795.00	USD
500477	P1386	1	411	01MN	General Cleaning Corporation	Duluth	4/4/24	Issued	6,533.00	USD
500478	P1387	1	526	26NE	Teledyne ISCO, Inc.	Chicago	4/4/24	Issued	2,520.00	USD
500479	P1388	1	557		Jamar Company	Duluth	4/4/24	Issued	5,775.00	USD
500480	P1389	1	702		Mars Supply	Duluth	4/4/24	Issued	269.07	USD
500481	P1390	1	727	27MN	Mielke Electric Works	Duluth	4/4/24	Issued	2,984.66	USD
500482	P1391	1	901		Petty Cash - Office	-	4/4/24	Issued	45.22	USD
500483	P1392	1	922	01FE	Ferguson Enterprises LLC #1657	Chicago	4/4/24	Issued	2,325.45	USD
500484	P1393	1	992	92MN	Road Machinery & Supply	Minneapolis	4/4/24	Issued	1,298.58	USD
500485	P1394	1	1319		Hawkins, Inc.	Minneapolis	4/4/24	Issued	20,906.32	USD
500486	P1395	1	1324	24WI	Motion Industries Inc	St Louis	4/4/24	Issued	53.82	USD
500487	P1396	1	1352	52MN	Graybar Electric Co, Inc.	Chicago	4/4/24	Issued	831.05	USD
500488	P1397	1	1362		McMaster Carr Supply	Chicago	4/4/24	Issued	17.12	USD
500489	P1398	1	1488		Itasca County Treasurer	Grand Rapids	4/4/24	Issued	1,006.23	USD
500490	P1399	1	1709		LHB Engineers & Architects Inc	Duluth	4/4/24	Issued	1,081.60	USD
500491	P1400	1	1966	66MN	Fastenal Company	Winona	4/4/24	Issued	1,285.13	USD
500492	P1401	1	2075		City Of Hermantown	Hermantown	4/4/24	Issued	33.12	USD
500493	P1402	1	2127		Houck Transit Advertising	St. Paul	4/4/24	Issued	1,250.00	USD
500494	P1403	1	2459		Compensation Consultants, Ltd	Cloquet	4/4/24	Issued	1,448.00	USD
500495	P1404	1	2651		SEH Engineers Architects Inc	St Paul	4/4/24	Issued	34,530.71	USD
500496	P1405	1	2915	01DS	St Louis River Quest	Duluth	4/4/24	Issued	1,000.00	USD
500497	P1406	1	3428		Mellin Promotional Advertising	Duluth	4/4/24	Issued	1,210.36	USD
500498	P1407	1	3698		Wood City Motors	Cloquet	4/4/24	Issued	76.28	USD
500499	P1408	1	4665	65GA	Environmental Express	Atlanta	4/4/24	Issued	830.76	USD
500500	P1409	1	4749		Soil Control Lab	Watsonville	4/4/24	Issued	468.00	USD
500501	P1410	1	4767	01IL	PVS Technologies, Inc.	Chicago	4/4/24	Issued	11,707.86	USD

Cash Payment Register continued...

Date 4/24/24  
Time 8:51 AM CDT

Pay Group 1 Western Lake Superior Sanitary District  
Post Company 1 Western Lake Superior Sanitary District  
Cash Payment Register for 3/20/24 thru 4/23/24

USD  
USD

Page 6

All Report Account Currency

Company 1 Western Lake Superior Sanitary District  
Cash Code 10225 US Bank  
Payment Code CHK Currency USD

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
500502	P1411	1	5770		Quadient Leasing USA, Inc	Dallas	4/4/24	Issued	573.69	USD
500503	P1412	1	5895	95IL	Cdw Government, Inc.	Chicago	4/4/24	Issued	125.00	USD
500504	P1413	1	6149	01MN	Gordon Manary	Duluth	4/4/24	Issued	597.50	USD
500505	P1414	1	6427		Travis M Tolaas	Foxboro	4/4/24	Issued	44.88	USD
500506	P1415	1	6563		Stratum Consulting Partners In	Broomfield	4/4/24	Issued	1,120.00	USD
500507	P1416	1	6625	01MI	Crestmark Bank	Troy	4/4/24	Issued	9,356.25	USD
500508	P1417	1	6648		Deere Credit, Inc.	Carol Stream	4/4/24	Issued	104,620.00	USD
500509	P1418	1	6682		Petroleum Traders Corporation	Fort Wayne	4/4/24	Issued	2,907.06	USD
500510	P1419	1	6712		John Erickson	South Range	4/4/24	Issued	250.00	USD
500511	P1420	1	6726	01IA	Involta	Cedar Rapids	4/4/24	Issued	1,350.00	USD
500512	P1421	1	6782	01IL	Eurofins Environment Testing	Carol Stream	4/4/24	Issued	164.00	USD
500513	P1422	1	6791		Sir Benedict's Tavern	Duluth	4/4/24	Issued	156.46	USD
500514	P1423	1	6801		Carlson Timber Products, Inc.	Sandstone	4/4/24	Issued	1,429.45	USD
500515	P1424	1	6832	01TN	Nordic Consulting Partners	Nashville	4/4/24	Issued	102,240.00	USD
500516	P1425	1	6861	01IL	JPW Industries Inc.	Chicago	4/4/24	Issued	134.00	USD
500517	P1426	1	6881	01SP	CTC	St. Paul	4/4/24	Issued	400.00	USD
500518	P1427	1	6892		Tres, Inc.	Hibbing	4/4/24	Issued	26,997.00	USD
500519	P1428	1	6917		Advanced Document Systems & Su	Hermosa Beach	4/4/24	Issued	759.44	USD
500520	P1460	1	449	49CO	Hach Company	Chicago	4/11/24	Issued	1,358.20	USD
500521	P1461	1	1022		City Of Scanlon Water Dept	Scanlon	4/11/24	Issued	94.61	USD
500522	P1462	1	1108		St Louis County Auditor	Duluth	4/11/24	Issued	8,154.00	USD
500523	P1463	1	1362		McMaster Carr Supply	Chicago	4/11/24	Issued	122.19	USD
500524	P1464	1	1966	66MN	Fastenal Company	Winona	4/11/24	Issued	1,101.64	USD
500525	P1465	1	1978		Hartel's Disposal	Proctor	4/11/24	Issued	5,466.93	USD
500526	P1466	1	2075		City Of Hermantown	Hermantown	4/11/24	Issued	37.60	USD
500527	P1467	1	2186		Ulland Bros, Inc.	Cloquet,	4/11/24	Issued	9,096.60	USD
500528	P1468	1	2459		Compensation Consultants, Ltd	Cloquet	4/11/24	Issued	724.00	USD
500529	P1469	1	3109		Peterson Septic Pumping	Duluth	4/11/24	Issued	1,305.00	USD
500530	P1470	1	3110		Glanon International Inc	Deer Park	4/11/24	Issued	74.02	USD
500531	P1471	1	3940	40MN	Veolia ES Technical Solutions	Chicago	4/11/24	Issued	664.13	USD
500532	P1472	1	4009		Viele Contracting Inc	Duluth	4/11/24	Issued	1,240.00	USD
500533	P1473	1	5042	26MO	Scientific Sales, Inc	Oak Ridge	4/11/24	Issued	170.60	USD
500534	P1474	1	5525		Consolidated Communications	St. Louis	4/11/24	Issued	1,107.46	USD
500535	P1475	1	5660		Minnesota Energy Resources	Carol Stream	4/11/24	Issued	384.26	USD
500536	P1476	1	5666		Paul Wilken	Duluth	4/11/24	Issued	166.88	USD
500537	P1477	1	5836	F1	Mediacom	Carol Stream	4/11/24	Issued	156.90	USD
500538	P1478	1	5961		James E Aird	Proctor	4/11/24	Issued	198.83	USD
500539	P1479	1	6086		Thomas Scientific	Pittsburgh	4/11/24	Issued	1,249.22	USD
500540	P1480	1	6211		Marcia Podratz	Duluth	4/11/24	Issued	158.44	USD
500541	P1481	1	6212		Paul Thomsen	Duluth	4/11/24	Issued	117.42	USD
500542	P1482	1	6355		Lisa Salls	Proctor	4/11/24	Issued	79.60	USD
500543	P1483	1	6427		Travis M Tolaas	Foxboro	4/11/24	Issued	408.06	USD
500544	P1484	1	6453	FD01	Faegre Drinker Biddle & Reath	Minneapolis	4/11/24	Issued	9,333.32	USD
500545	P1485	1	6454	IL01	Acp Creativit, LLC	Carol Stream	4/11/24	Issued	87.45	USD
500546	P1486	1	6466		Marco Technologies LLC	Minneapolis	4/11/24	Issued	11,070.71	USD
500547	P1487	1	6517		Kwik Trip Inc	La Crosse	4/11/24	Issued	129.51	USD
500548	P1488	1	6533		Loren Lilly	Cloquet	4/11/24	Issued	108.04	USD
500549	P1489	1	6682		Petroleum Traders Corporation	Fort Wayne	4/11/24	Issued	211.67	USD

Cash Payment Register continued...

Date 4/24/24  
Time 8:51 AM CDT

Pay Group 1 Western Lake Superior Sanitary District  
Post Company 1 Western Lake Superior Sanitary District  
Cash Payment Register for 3/20/24 thru 4/23/24

USD  
USD

Page 7

All Report Account Currency

Company 1 Western Lake Superior Sanitary District  
Cash Code 10225 US Bank  
Payment Code CHK Currency USD

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
500550	P1490	1	6713	01AV	Allied Valve, Inc	Bettendorf	4/11/24	Issued	169.34	USD
500551	P1491	1	6755		Robert Schilling	Duluth	4/11/24	Issued	150.92	USD
500552	P1492	1	6782	01IL	Eurofins Environment Testing	Carol Stream	4/11/24	Issued	81.00	USD
500553	P1493	1	6791		Sir Benedict's Tavern	Duluth	4/11/24	Issued	118.53	USD
500554	P1494	1	6801		Carlson Timber Products, Inc.	Sandstone	4/11/24	Issued	132,322.98	USD
500555	P1495	1	6833		John Ezell	Carlton	4/11/24	Issued	269.68	USD
500556	P1496	1	6920		Culver, Beverly	Proctor	4/11/24	Issued	65.32	USD
500557	P1550	1	54	54MN	Amsoil, Inc.	Minneapolis	4/18/24	Issued	963.62	USD
500558	P1551	1	61		Petrochoice	Philadelphia	4/18/24	Issued	1,058.51	USD
500559	P1552	1	259		Delzotto Products Inc	Wrenshall	4/18/24	Issued	10,750.00	USD
500560	P1553	1	320		Duncan Co	Minneapolis	4/18/24	Issued	12,319.60	USD
500561	P1554	1	424		Goodwill Industries	Duluth	4/18/24	Issued	7,160.00	USD
500562	P1555	1	449	49CO	Hach Company	Chicago	4/18/24	Issued	859.17	USD
500563	P1556	1	557		Jamar Company	Duluth	4/18/24	Issued	2,000.00	USD
500564	P1557	1	935		Pro-Print Inc	Duluth	4/18/24	Issued	697.63	USD
500565	P1558	1	1040	40MN	Activar Plastics Product Group	Minneapolis	4/18/24	Issued	449.85	USD
500566	P1559	1	1069		Core & Main LP	St Louis	4/18/24	Issued	5,674.33	USD
500567	P1560	1	1241		United Way Of Duluth	Duluth	4/18/24	Issued	737.00	USD
500568	P1561	1	1319		Hawkins, Inc.	Minneapolis	4/18/24	Issued	10,516.33	USD
500569	P1562	1	1324	24WI	Motion Industries Inc	St Louis	4/18/24	Issued	72.08	USD
500570	P1563	1	1352	52MN	Graybar Electric Co, Inc.	Chicago	4/18/24	Issued	146.64	USD
500571	P1564	1	1744	13VI	Viking Automatic Sprinkler Co	Chicago	4/18/24	Issued	498.88	USD
500572	P1565	1	1818	18WI	Hydrite Chemical Company	Chicago	4/18/24	Issued	5,855.00	USD
500573	P1566	1	1966	66MN	Fastenal Company	Winona	4/18/24	Issued	529.44	USD
500574	P1567	1	2366		Gopher State One-Call	Hanover	4/18/24	Issued	112.05	USD
500575	P1568	1	3940	40MN	Veolia ES Technical Solutions	Chicago	4/18/24	Issued	9,334.88	USD
500576	P1569	1	4560	2AZ	Centurylink	Phoenix	4/18/24	Issued	1,090.60	USD
500577	P1570	1	4708		Infor (US), Inc.	Minneapolis	4/18/24	Issued	2,059.25	USD
500578	P1571	1	4767	01IL	PVS Technologies, Inc.	Chicago	4/18/24	Issued	11,250.21	USD
500579	P1572	1	4797		Core Advantage	Superior	4/18/24	Issued	12,575.46	USD
500580	P1573	1	5629		City Of Superior Landfill	Superior	4/18/24	Issued	312,370.16	USD
500581	P1574	1	5636		JMF Construction, Inc.	Duluth	4/18/24	Issued	4,770.16	USD
500582	P1575	1	5684		Duluth Farmers Market	Duluth	4/18/24	Issued	40.00	USD
500583	P1576	1	5792		Association Of MN Counties	St Paul	4/18/24	Issued	250.00	USD
500584	P1577	1	6194		Andrew J. Klingsporn	Duluth	4/18/24	Issued	130.00	USD
500585	P1578	1	6431		Brian Corcoran	Cazenovia	4/18/24	Issued	20.00	USD
500586	P1579	1	6584	84MN	A-1 Disposal	Saginaw	4/18/24	Issued	1,031.00	USD
500587	P1580	1	6634		HR Green Inc	Des Moines	4/18/24	Issued	342.00	USD
500588	P1581	1	6682		Petroleum Traders Corporation	Fort Wayne	4/18/24	Issued	2,043.59	USD
500589	P1582	1	6740	01CS	Tom Kraemer, Inc.	Cold Spring	4/18/24	Issued	90.00	USD
500590	P1583	1	6789	01IL	Intergraph Corp Hexagon's Ali	Chicago	4/18/24	Issued	50,538.48	USD
500591	P1584	1	6825		Bolton And Menk Inc.	Mankato	4/18/24	Issued	41,687.71	USD
500592	P1585	1	6871		MJ Companies, LLC	Duluth	4/18/24	Issued	1,750.00	USD
500593	P1586	1	6872		Mayday Consulting, LLC	Moose Lake	4/18/24	Issued	1,320.00	USD
500594	P1587	1	6902		Flaherty & Hood, P.A.	St. Paul	4/18/24	Issued	3,123.75	USD
500595	P1619	1	6803		Twin Ports Trailer Trash, Inc.	Hermantown	4/19/24	Issued	3,481.00	USD

Cash Payment Register continued...

Date 4/24/24  
Time 8:51 AM CDT

Pay Group 1 Western Lake Superior Sanitary District  
Post Company 1 Western Lake Superior Sanitary District  
Cash Payment Register for 3/20/24 thru 4/23/24

USD  
USD

Page 8

All Report Account Currency

Company 1 Western Lake Superior Sanitary District  
Cash Code 10225 US Bank  
Payment Code CHK

Currency USD

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
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***	Payment Code	CHK	Totals							
			Total Open Payments				190		3,435,387.15	
			Total Reconciled Payments						0.00	
			Total Void Payments						0.00	
			Total Stale Dated Payments						0	
			Total Escheated Payments						0	

Cash Payment Register continued...

Date 4/24/24  
Time 8:51 AM CDT

Pay Group 1 Western Lake Superior Sanitary District  
Post Company 1 Western Lake Superior Sanitary District  
Cash Payment Register for 3/20/24 thru 4/23/24

USD  
USD

Page 9

All Report Account Currency

Company 1 Western Lake Superior Sanitary District  
Cash Code 10225 US Bank  
Payment Code PCR Currency USD

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
200073	P1266	1	296		City Of Duluth Comfort Systems	Minneapolis	3/21/24	Issued	14,182.86	USD
200074	P1267	1	1711 11IL		Grainger	Palatine	3/21/24	Issued	1,252.12	USD
200075	P1268	1	2483 01MN		Lakes Gas	Wyoming	3/21/24	Issued	587.70	USD
200076	P1269	1	3471 IL71		AT&T Mobility	Carol Stream	3/21/24	Issued	2,597.53	USD
200077	P1270	1	4836 36NJ		Verizon	Newark	3/21/24	Issued	55.78	USD
200078	P1271	1	6540 40MA		Cintas Corporation	Dallas	3/21/24	Issued	920.11	USD
200079	P1367	1	376		Fedex	Palatine	3/28/24	Issued	222.41	USD
200080	P1368	1	1505		Northern Acrylics, Inc	Duluth	3/28/24	Issued	270.45	USD
200081	P1369	1	1711 11IL		Grainger	Palatine	3/28/24	Issued	272.31	USD
200082	P1370	1	2027		Admax Displays, Inc.	Duluth	3/28/24	Issued	600.00	USD
200083	P1371	1	2483 01MN		Lakes Gas	Wyoming	3/28/24	Issued	10.00	USD
200084	P1372	1	6278		Cliftonlarsenallen, LLP	Chicago	3/28/24	Issued	21,036.75	USD
200085	P1373	1	6540 40MA		Cintas Corporation	Dallas	3/28/24	Issued	892.92	USD
200086	P1385	1	6599		US Bank Credit Card	.	3/29/24	Issued	29,179.98	USD
200087	P1447	1	296		City Of Duluth Comfort Systems	Minneapolis	4/4/24	Issued	14,680.22	USD
200088	P1448	1	376		Fedex	Palatine	4/4/24	Issued	48.40	USD
200089	P1449	1	1094 94IL		Schindler Elevator Corp	Chicago	4/4/24	Issued	1,671.04	USD
200090	P1450	1	1711 11IL		Grainger	Palatine	4/4/24	Issued	226.30	USD
200091	P1451	1	3329		Great Lakes Alarm Inc	Duluth	4/4/24	Issued	82.80	USD
200092	P1452	1	6410		Auto-Owners Insurance Company	Denver	4/4/24	Issued	5,674.00	USD
200093	P1453	1	6540 40MA		Cintas Corporation	Dallas	4/4/24	Issued	902.86	USD
200094	P1454	1	6841 01TX		Applicantpro	Dallas	4/4/24	Issued	353.00	USD
200095	P1507	1	296		City Of Duluth Comfort Systems	Minneapolis	4/11/24	Issued	287.74	USD
200096	P1508	1	1461		Dex Yp	Phoenix	4/11/24	Issued	131.00	USD
200097	P1509	1	1711 11IL		Grainger	Palatine	4/11/24	Issued	822.74	USD
200098	P1510	1	5847 01IL		Stericycle, Inc.	Chicago	4/11/24	Issued	300.00	USD
200099	P1511	1	6034 01MN		Innovative Office Solutions	Minneapolis	4/11/24	Issued	102.02	USD
200100	P1512	1	6504		Fueling Minnesota	St Paul	4/11/24	Issued	38.32	USD
200101	P1513	1	6540 40MA		Cintas Corporation	Dallas	4/11/24	Issued	897.65	USD
200102	P1514	1	6662 DI01		Doorco Inc.	Duluth	4/11/24	Issued	1,158.24	USD
200103	P1598	1	194		City Of Cloquet	Cloquet	4/18/24	Issued	2,753.80	USD
200104	P1599	1	296		City Of Duluth Comfort Systems	Minneapolis	4/18/24	Issued	15,392.84	USD
200105	P1600	1	376		Fedex	Palatine	4/18/24	Issued	317.42	USD
200106	P1601	1	1094 94IL		Schindler Elevator Corp	Chicago	4/18/24	Issued	1,060.63	USD
200107	P1602	1	1711 11IL		Grainger	Palatine	4/18/24	Issued	1,187.17	USD
200108	P1603	1	3471 IL71		AT&T Mobility	Carol Stream	4/18/24	Issued	2,632.79	USD
200109	P1604	1	6034 01MN		Innovative Office Solutions	Minneapolis	4/18/24	Issued	941.88	USD
200110	P1605	1	6540 40MA		Cintas Corporation	Dallas	4/18/24	Issued	938.87	USD
200111	P1606	1	6662 DI01		Doorco Inc.	Duluth	4/18/24	Issued	175.00	USD

*** Payment Code	PCR	Totals	
		Total Open Payments	39 124,857.65
		Total Reconciled Payments	0.00
		Total Void Payments	0.00
		Total Stale Dated Payments	0
		Total Escheated Payments	0

Cash Payment Register continued...

Date 4/24/24  
Time 8:51 AM CDT

Pay Group 1 Western Lake Superior Sanitary District  
Post Company 1 Western Lake Superior Sanitary District  
Cash Payment Register for 3/20/24 thru 4/23/24

USD  
USD

All Report Account Currency

Company 1 Western Lake Superior Sanitary District  
Cash Code 10225 US Bank  
Payment Code WIR Currency USD

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
100008	P1620	1	753		Minnesota Power	Minneapolis	4/1/24	Issued	295,348.08	USD
100009	P1621	1	1410		Piper Sandler	Minneapolis	4/1/24	Issued	1,250,000.00	USD
100010	P1622	1	6677		Moreton Capital Markets, LLC.	Salt Lake City	4/1/24	Issued	750,000.00	USD

\*\*\* Payment Code WIR Totals  
 Total Open Payments 3 2,295,348.08  
 Total Reconciled Payments 0.00  
 Total Void Payments 0.00  
 Total Stale Dated Payments 0  
 Total Escheated Payments 0

\*\*\* Cash Code 10225 Totals  
 Total Open Payments 309 6,726,851.86  
 Total Reconciled Payments 0.00  
 Total Void Payments 1 82.00  
 Total Stale Dated Payments 0  
 Total Escheated Payments 0

\*\*\* Pay Group 1 USD Totals  
 Total Open Payments 309 6,726,851.86  
 Total Reconciled Payments 0.00  
 Total Void Payments 1 82.00  
 Total Stale Dated Payments 0  
 Total Escheated Payments 0



**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.duluth.mn.us>

**MEMORANDUM**

Clear Answers for Clean Water™

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**To:** WLSSD Board

**From:** WLSSD Operations & Planning Committee

**Date:** April 16, 2024

**Subject:** **Approval of Revised Inflow and Infiltration Ordinance**

**Background**

On October 6, 2008, the Board of the Western Lake Superior Sanitary District (WLSSD) approved an Ordinance Establishing Inflow and Infiltration Reduction Standards. This Ordinance went into effect on January 1, 2009, and required municipal customers to take appropriate actions to ensure that their peak flows were reduced to a level no higher than the level of service specified in their Capacity Allocation Agreements. Fulfillment of these requirements is tracked through the submittal of an annual I&I reduction plan and progress report. Adherence to this Ordinance by all District communities was critical in successfully resolving the Consent Decree.

The Ordinance was revised in 2017 to include requirements for municipal customers regarding correction of I&I from private sources such as foundation drains, sump pumps and sewer laterals. The Ordinance mandates that a program must be implemented that addresses identification of foundation drains and sump pumps to the sanitary sewer system through a point-of-sale inspection program, then requires a Certificate of Compliance to be issued before the home can be sold. The Ordinance has a similar requirement for inspection and repair of sewer laterals, though municipalities are not required to implement a point-of-sale inspection program and instead the Ordinance allows for systematic inspections. Communities see success in these programs through measured peak flow reduction.

In 2015 the State of Wisconsin enacted a statute (WI Statute Section 706.22) prohibiting point-of-sale/property-time-of-sale inspection and correction requirements. This affects the Village of Oliver as they would not be in compliance with the District's Ordinance while following this

statute. To address this conflicting language an amendment was drafted to allow an exemption for Wisconsin customers from the point-of-sale requirements while adding provisions detailing an alternative method to inspecting and correcting I&I on the private side. A targeted number of structures must be inspected and corrected annually, and an enforcement system must be developed to deter noncompliance.

Attached is the revised Ordinance language for your review that adds additional requirements for monitoring and correcting I&I from private sources (foundation drains and sump pumps) in Wisconsin municipalities. Due to the minor nature of these changes, it was determined by Legal Counsel that this amendment does not need to undergo a public notice/comment period.

### **Recommendation**

**The WLSSD Operations and Planning Committee recommend that the WLSSD Board approve the Inflow and Infiltration Ordinance.**

**WESTERN LAKE SUPERIOR SANITARY DISTRICT  
ORDINANCE ESTABLISHING STANDARDS  
FOR REDUCTION OF INFLOW AND INFILTRATION**

**Previously Amended June 26, 2017  
and Amended \_\_\_\_\_, 2024**

**Article I: Authority and Purpose.**

Section 1.1 The Western Lake Superior Sanitary District (“WLSSD”) was established by the Laws of the State of Minnesota as codified in Minn. Stat. Chapter 458D. WLSSD owns and operates a network of interceptor sewers and a regional treatment facility (collectively referred to as the Treatment Works) for the collection and treatment of municipal and industrial wastewater from sources within WLSSD boundaries. To ensure the best use of the Treatment Works, WLSSD regulates and enforces its responsibilities through a series of ordinances, agreements and enforcement mechanisms. The capacity allocation system regulates the distribution of finite Treatment Works capacity among customers. This Ordinance establishes standards for the reduction of Inflow and Infiltration (“I & I”) from municipal wastewater customers through the requirement of the preparation and implementation of I&I ordinances, annual reduction plans and progress reports, elimination of I & I through Sump Pump and Sewer Service Lateral compliance programs for structures and the enforcement of penalties for failure to comply. This Ordinance will protect the health, welfare and safety of the public and the environment by requiring the reduction of I & I, minimizing the risk of overflows in the wastewater conveyance and treatment system (“WCTS”).

**Article II: Definitions.**

Section 2.1 “*Actual Peak Flow*” means the highest one-hour wastewater flow rate measured in million gallons per day (MGD) actually discharged by a Municipal Customer within any individual clock hour (60-minute average) of any calendar day (24-hour period) based on measurement determined and recorded by WLSSD.

Section 2.2 “*Average Dry Weather Flow*” means the flow in a sanitary sewer during periods of dry weather in which the sanitary sewer is under minimum influence of inflow and infiltration. The average daily flow in the month of January is typically used.

Section 2.3 “*Permitted Peak Flow*” means the highest one-hour wastewater flow rate measured in million gallons per day (MGD) allowable per User within any individual clock hour (60-minute average) of any calendar day (24-hour period) as identified in the Customer’s Capacity Allocation Permit. This value is determined by averaging on a five-year basis the Average Dry Weather Flow for each municipal customer and applying the wet weather Municipal Peak Flow Standards as included in the WLSSD Comprehensive Wastewater Services Plan. For industrial customers the Permitted Peak Flow rate is based upon the remaining hydraulic capacity of the WLSSD system.

Section 2.4 “*Capacity Allocation Permit*” means the permit issued by WLSSD and signed by a Customer which sets wastewater discharge limits for the Customer.

Section 2.5 “*Capacity Availability Fee*” means the WLSSD fee for new connections to, and estimated expanded uses of, the WCTS.

Section 2.6 “*Certificate of Sump Pump or Foundation Drain Disconnection I&I Compliance*” means a certificate issued by the Municipal Customer to verify that a building being sold, transferred or otherwise conveyed, or subject to any of the requirements, including a Capacity Availability Fee payment, as provided in Section 7.3 A, is not contributing Inflow and Infiltration to the WCTS.

Section 2.7 “*Executive Director*” means the person occupying the position of Executive Director of WLSSD or the designee of the Executive Director.

Section 2.8 “*Foundation Drain*” means an exterior drainage system installed at the footings of a building foundation that collects and diverts water to daylight or to a catch basin where it is pumped to daylight or a storm drain.

Section 2.9 “*Inflow and Infiltration*” or “*I&I*” means *infiltration*, which is water that seeps or flows into a damaged or leaking portion of the WCTS from the surrounding soil; and *inflow*, which is unwanted water, such as rainwater or melting snow, which enters the WCTS through a direct connection. I&I describes the overall problem of rainwater and groundwater contributing to wastewater flows in the WCTS.

Section 2.10 “*MGD*” means million gallons per day.

Section 2.11 “*Municipal Customer*” or “*Customer*” means the cities of Duluth, Proctor, Hermantown, Cloquet, Carlton, Scanlon, Rice Lake and Wrenshall, the townships of Thomson, Midway and Twin Lakes, the Pike Lake Area Wastewater Collection System, the Duluth/North Shore Sanitary District, the Village of Oliver, Wisconsin, the Knife River-Larsmont Sanitary District, and any other governmental entity which discharges wastewater directly to the WLSSD wastewater conveyance system and is not a wastewater customer of another governmental entity.

Section 2.12 “*New Use*” means the development or redevelopment of a property for a different residential, business or industrial use evidenced by the requirement of a building or plumbing permit issued by a Municipal Customer.

Section 2.13 “*Sewer Connection*” means the addition of a new use to a municipal sewer system resulting in the increased discharge of wastewater into this system without extending or altering the existing public sanitary sewer infrastructure.

Section 2.14 “*Sewer Extension*” means extending, expanding or altering sanitary sewer mains, trunks, interceptors or other sewer projects that may prepare for future expansions or services, even if no new flow is initially added. This may include increasing the size of an existing pipe or installing additional pumps or larger pumps to increase pumping capacity.

Section 2.15 “*Sewer Service Lateral*” or “*Service Lateral*” means the privately owned pipeline connecting a structure to the publicly owned sewer main or interceptor.

Section 2.16 “*Sump Pump*” is a pump used to remove water that has accumulated in a water collecting sump basin, commonly found in the basement of a structure.

Section 2.17 “*Wastewater Collection and Transmission System*” (“WCTS”) means the system for wastewater collection and transmission, including all pipes, force mains, gravity sewer lines, lift stations, pumping stations, and appurtenances owned and operated by WLSSD and the municipally owned portion of the system which collects wastewater from residences and businesses and conveys it to the portion of the system operated by WLSSD.

**Article III: Peak Flow Compliance.**

Section 3.1 Municipal Reduction. A Municipal Customer must take appropriate action to ensure that its Actual Peak Flow is reduced to a level no higher than the Permitted Peak Flow specified in the Municipal Customer’s Capacity Allocation Permit.

**Article IV: Reporting Requirements**

Section 4.1 Any Municipal Customer with a wastewater treatment Capacity Allocation Permit must file the following reports with the Executive Director.

A. Permitted Peak Flow Exceedance Report. If a Municipal Customer has an Actual Peak Flow which exceeds the Municipal Customer’s Permitted Peak Flow as described in Article III, WLSSD will notify the Municipal Customer of the exceedance in writing quarterly each year. Within 30 days of being notified of a Permitted Peak Flow exceedance by WLSSD, the Municipal Customer must provide a written evaluation of what caused the exceedance(s), what actions will be taken to correct the exceedance(s) and when these actions will be completed. The written evaluation must provide written verification that the plans and timelines detailed in the Annual Report will eliminate further exceedances.

If the Municipal Customer has a release of wastewater to the environment from any part of the municipally owned portion of the WCTS, then the Municipal Customer must call the Minnesota Duty Officer as required by Minnesota Statute Section 115.061 as soon as possible and complete an Incident Report as described below:

Incident Report. The incident report must be submitted to WLSSD by the 10<sup>th</sup> calendar day of the month immediately subsequent to the month that the release occurred. The report must include:

1. The Duty Officer report number;
2. If the Municipal Customer has been notified by the MPCA that a release sampling report must be filed along with the Duty Officer report, then a copy of the release sampling report must be included with the Incident Report;

3. The date and time the release began and ended;
4. The location of the release; and
5. The estimated volume of the release.

B. Annual I&I Reduction Plan and Progress Report (“Annual Report”). By February 15<sup>th</sup> of each year each Municipal Customer must submit an Annual Report. This report must include an engineer’s certification and be verified by an authorized representative of the Customer. The Annual Report must contain the following information:

1. Detailed documentation of I & I identification and reduction activities carried out during the reporting year and amount of funds expended. This report should identify the roof drain and footing drain disconnections, manhole covers plugged and sealed, cross connections eliminated, service laterals lined, manholes rehabilitated or replaced, a description of sanitary sewer lines rehabilitated or replaced and other reduction activities. This report should also include the linear feet of sanitary sewer televised, smoke test results, flow monitoring information, footing drain inspection reports, and other I & I identification tasks completed. This report must also include a summary of the previous year’s budget for I & I reduction activities, comparing planned expenses to actual expenses and explaining the variance.
2. Detailed plans of I & I identification and reduction activities that the municipality will complete during the upcoming calendar year. These plans should include activities, expenditures, timelines and milestones.
3. A copy of the most recent version of the Municipal Customer’s sewer ordinance, and a summary of any proposed revisions for the next 12 months. The sewer ordinance must be in conformance with the WLSSD Model Ordinance Regulating the Use of Public and Private Sewers.
4. Copies of any information distributed to the public concerning I & I reduction.
5. A list of Permitted Peak Flow exceedances and wastewater overflows that occurred within the municipality during the previous calendar year with detailed plans and timelines to correct the exceedances and overflows.
6. A quantitative assessment of I & I reduction progress accomplished during the reporting year.
7. A summary of any new connections to the public sanitary sewer system including an updated public sanitary sewer system map.
8. A summary of key maintenance activities and standards utilized to improve or maintain the integrity of the collection system.

9. All information required in Sections 7.2 D and 7.3 D of this Ordinance.

Section 4.2 Adequacy of Submittals. WLSSD will review Submittals (Permitted Peak Flow Exceedance Report, Incident Report, and Annual Report (collectively referred to as “Submittals”)) to determine if the Customer has met all requirements of Section 4.1 above. The review will be completed within 45 days after Submittal is received by WLSSD. If notified in writing by WLSSD that the Submittal does not satisfy Section 4.1 requirements, a corrected Submittal must be filed by the Customer within 45 days of the notice.

## **Article V: Penalties**

Section 5.1 Noncompliance. If a Customer fails to file a Submittal within the deadlines established, fails to substantially comply with the I & I reduction activities and timelines set forth in its Submittals, fails to timely comply with any of the requirements in Article VII or is not making substantial progress in reducing its Actual Peak Flow to the limits described in Article III, then the Customer is noncompliant and subject to one or more of the following penalties as determined by the Executive Director:

A. No extension and/or connections of Customer’s sewer lines will be permitted until such time that the Customer is in compliance with the provisions of this Ordinance; or

B. Extensions and/or connections of Customer’s sewer lines may be limited and subject to the terms or conditions set forth by the Executive Director until Customer is in compliance with the provisions of this Ordinance.

C. A civil penalty of up to \$500 per day, beginning on the first day of noncompliance and continuing until the Customer is in compliance with the provisions of this Ordinance.

Section 5.2 Notice of Noncompliance. WLSSD will send written notice to a Customer of a finding of Noncompliance, setting forth the basis for the determination, any penalties imposed on the Customer, and the actions the Customer must take to comply with the Ordinance.

Section 5.3 Noncompliance Resulting in a Release. If the Executive Director finds a Customer is noncompliant with this Ordinance and the Customer Permitted Peak Flow exceedance as described in Article III results in a release of wastewater to the environment, then the Executive Director may assess a civil penalty of up to \$1000 for each such Permitted Peak Flow exceedance. These penalties are in addition to the penalties set forth in Section 5.1 above. If multiple Customers located upstream of a release location contributed Actual Peak Flow exceeding that Customer’s Permitted Peak Flow as described in Article III and are noncompliant, then each Customer will be assessed the full penalty.

Section 5.4 Notice and Payment. WLSSD will send written notice to a Customer of a civil penalty under Section 5.3, setting forth the date of the violation, approximate time when the violation occurred, Actual Peak Flow at the time of violation, and the amount the Actual Peak Flow exceeded the Permitted Peak Flow. Prior to the end of the calendar year, WLSSD will



notify each Customer which has received a notice of violation that year of the total amount of the penalty due for that year. The penalty shall be paid no later than ninety (90) days from the date of the notice of the total penalty due. Extensions to the payment period may be granted by the Board, subject to a showing of hardship by the applicant.

#### **Article VI: Appeal**

Section 6.1. Any Municipal Customer can challenge by written notice of appeal a decision of the Executive Director made under this Ordinance. The appeal will be decided by the Board. In the notice of appeal the Customer must provide the Board with a written explanation of the reasons supporting the appeal and setting forth the requested relief. The written notice of appeal must be submitted to the Executive Director within thirty (30) days of the date of the written notice of the finding of noncompliance or the written notice of the imposition of a penalty or the written notice of any other decision by the Executive Director under this Ordinance which is adverse to the Customer. The appeal hearing will follow the process set forth in Section 3.6 of the WLSSD Solid Waste Ordinance, unless the parties mutually agree to an alternate appeal hearing process which is defined in writing and signed by both parties.

#### **Article VII: Sewer Service Lateral and Sump Pump or Foundation Drain Disconnection Compliance Programs**

Section 7.1. Written Plan. Each Municipal Customer shall provide to the Executive Director by no later than February 15, 2019 a written Plan describing how the Municipal Customer will satisfy the requirements of this Article. This plan can be submitted separately or included as part of the Annual Report reference in Section IV Part B. The written Plan must address both Sump Pump or Foundation Drain Disconnection and Sewer Service Lateral inspection and correction. The Executive Director will review the Plan and either approve or reject the Plan based on its compliance with the requirements of Article VII. If rejected, the Executive Director will notify the Municipal Customer of the deficiencies in the Plan. An amended Plan must be submitted by the Municipal Customer within 45 days of notice of the deficiency.

Section 7.2. Sewer Service Lateral Compliance Program. Each Municipal Customer must adopt and enforce an effective Sewer Service Lateral inspection and correction program for structures connected to the WCTS which is designed to prevent any building or structure from contributing Inflow and Infiltration to the public wastewater collection system, regardless of the manner in which the I & I is entering the Sewer Service Lateral.

A. The inspection and correction program must be based on one or more of the following:

1. *Property Transactions.* A program to inspect and correct Sewer Service Laterals upon a change in real property title or property ownership with one or more buildings or structures located thereon, or upon a significant change in use of one or more buildings or structures located thereon, or

upon certain modifications to the plumbing system, so that no such building or structure is contributing Inflow and Infiltration to the WCTS.

2. *Annual Inspection.* A program developed by the Municipal Customer to systematically inspect and correct all Sewer Service Laterals by identifying the number and location of inspections to be done each year to verify that no building or structure is contributing Inflow and Infiltration to the WCTS.

B. The inspection and correction program must be structured so that the compromised Sewer Service Laterals contributing Inflow and Infiltration to the WCTS within the jurisdiction of the Municipal Customer are corrected within a reasonable period of time, as determined in the discretion of the Executive Director.

C. The inspection and correction program must include the following components:

1. An annual targeted number of Sewer Service Laterals to be inspected each year and the percentage of the annual target related to the number of Sewer Service Laterals within the jurisdiction of the Municipal Customer.
2. An annual targeted number of Sewer Service Laterals to be corrected or repaired each year.
3. The method used to inspect the Sewer Service Laterals (televising, pressure test, etc.) and the standard to be applied to determine if a Sewer Service Lateral is compliant, including the following:
  - (a) Free of roots, grease deposits, and other solids which may impede or obstruct flow,
  - (b) All joints must be watertight and all pipes shall be intact and not deformed,
  - (c) Free of any structural defects such as cracks, breaks, openings or missing portions,
  - (d) All clean-outs shall be securely sealed with a proper cap or approved overflow device at all times, and
  - (e) There shall be no non-sanitary sewer connections to the Sewer Service Lateral or any plumbing that connects thereto.
  - (f) As an alternative, the inspection of the Service Lateral can be conducted by televising the Municipal Customer main sewers during wet weather events to identify I&I from Service Laterals.

4. The method used by the Municipal Customer to target Sewer Service Laterals for repair (point of sale, during planned municipal road or sewer work, etc.).
5. A description of the enforcement system used by the Municipal Customer to deter noncompliance.
6. A description of the system used by the Municipal Customer to address repairs needed on shared or common Sewer Service Laterals.

D. The following information shall be included in the Annual Report submitted by the Municipal Customer pursuant to Article IV:

1. The location by address of the Sewer Service Lateral corrections completed during the reporting period.
2. An estimate of the total number of Sewer Service Laterals within the jurisdiction of the Municipal Customer.
3. The address of Sewer Service Laterals inspected by the Municipal Customer during the reporting period and found to be compromised.
4. The address of Sewer Service Laterals inspected by the Municipal Customer during the reporting year which were found to be in compliance with Sewer Service Lateral program requirements.

Section 7.3. **Sump Pump or Foundation Drain Disconnection Compliance Program.** Each Municipal Customer must adopt and enforce an effective inspection and correction program which must include:

A. A requirement that the owner of any dwelling structure, commercial building structure or other building or land upon which such buildings are located which are connected to the WCTS, shall obtain a Certificate of Sump Pump or Foundation Drain Disconnection I&I Compliance from the Municipal Customer (i) prior to selling, transferring, or conveying an interest or entering into an agreement to sell, transfer or otherwise convey an interest in such property, or (ii) upon a determination that the owner of a structure with a new or existing connection to the WCTS must pay a Capacity Availability Fee as a result of a New Use or anticipated wastewater flow increase calculated in accordance with the *WLSSD Capacity Availability Fee Procedures Manual* in effect at the time of the calculation.

B. A requirement that no owner of real estate described in subsection (A) above shall sell, transfer or otherwise convey an interest or enter into an agreement to sell, transfer or otherwise convey an interest in such property without either (i) presenting the prospective purchaser or grantee with a copy of a Certificate of Sump Pump or Foundation Drain Disconnection I&I Compliance for the subject property or (ii) entering into an agreement as provided in subsection (C) below.

C. A requirement that property inspected and found to need a Foundation Drain disconnection but determined to have either no sump pump, a sump pump that is not in use, a sump pump that is malfunctioning or discharging into the WCTS, or a Foundation Drain or other source that is discharging I & I into the WCTS be corrected within 120 days of the transfer of the property. The Municipal Customer must have in place a process to compel the Sump Pump or Foundation Drain correction which may be either pursuant to an agreement between the parties together with the escrow of 125% of the repair costs, or pursuant to an alternate process designed to compel the correction.

D. The following information shall be included in the Annual Report submitted by the Municipal Customer pursuant to Article IV:

1. The location by address of the structures where Sump Pumps or Foundation Drain disconnections were installed during the reporting period.
2. The total number of Sump Pump installations or Foundation Drain disconnections certified by the Municipal Customer to be in compliance.
3. The address of structures inspected by the Municipal Customer during the reporting period and found to require Sump Pump installation.
4. The address of structures inspected by the Municipal Customer during the reporting period and found to require Foundation Drain disconnections other than through use of a Sump Pump.
5. The address of structures inspected by the Municipal Customer during the reporting year which were found to be in compliance with Sump Pump or Foundation Drain disconnection program requirements.

Section 7.4. Record Retention. The inspection records and all documents relating to the requirements of Article VII shall be retained by the Municipal Customer and available to the Board for a minimum of 7 years and not less than the period required by Minnesota law for public records retention for these documents.

Section 7.5 Enforcement Date. The approved Inflow and Infiltration compliance Plan for each Municipal Customer must be in effect and enforceable no later than February 15, 2020. If the Municipal Customer fails to meet the deadline in this Section, the Municipal Customer is in Noncompliance and subject to the penalties in Article V.

Section 7.6 Exemption for Wisconsin Municipal Customers. Any Wisconsin Municipal Customer is exempted from the property time-of-sale inspection and correction requirements herein, as they are prohibited by Wisconsin Statute Section 706.22. Any such

exempted Municipal Customer shall adopt and enforce a Sump Pump or Foundation Drain Disconnection compliance program with the following requirements:

A. A requirement that the owner of any dwelling structure, commercial building structure or other building or land upon which such buildings are located which are connected to the WCTS, shall obtain a Certificate of Sump Pump or Foundation Drain Disconnection I&I Compliance from the Municipal Customer upon a determination that the owner of a structure with a new or existing connection to the WCTS must pay a Capacity Availability Fee as a result of a New Use or anticipated wastewater flow increase calculated in accordance with the *WLSSD Capacity Availability Fee Procedures Manual* in effect at the time of the calculation.

B. The inspection and correction program must be based on an annual inspection program developed by the Municipal Customer to systematically inspect and correct all Sump Pump installations or Foundation Drain disconnections by identifying the number and location of inspections to be done each year to verify that no building or structure is contributing Inflow and Infiltration to the WCTS.

C. The inspection and correction program must be structured so that the Sump Pump installations or Foundation Drain disconnections contributing Inflow and Infiltration to the WCTS within the jurisdiction of the Municipal Customer are corrected within a reasonable period of time, as determined in the discretion of the Executive Director.

D. The inspection and correction program must include the following components:

1. An annual targeted number of structures to be inspected each year and the percentage of the annual target related to the number of uninspected structures within the jurisdiction of the Municipal Customer.
2. An annual targeted number of Sump Pump installations or Foundation Drain disconnections to be corrected or repaired each year.
3. The method used by the Municipal Customer to target Sump Pump installations or Foundation Drain disconnections.
4. A description of the enforcement system used by the Municipal Customer to deter noncompliance.

E. The following information shall be included in the Annual Report submitted by the Municipal Customer pursuant to Article IV:

1. The location by addresses of the structures where Sump Pumps or Foundation Drain disconnections were installed during the reporting period.
2. The total number of Sump Pump installations or Foundation Drain disconnections certified by the Municipal Customer to be in compliance.

3. The addresses of structures inspected by the Municipal Customer during the reporting period and found to require Sump Pump installation.
4. The addresses of structures inspected by the Municipal Customer during the reporting period and found to require Foundation Drain disconnections other than through use of a Sump Pump.
5. The addresses of structures inspected by the Municipal Customer during the reporting year which were found to be in compliance with Sump Pump or Foundation Drain disconnection program requirements.

**Article VIII: Effective Date**

This amended Ordinance is effective upon publication.

Dated: \_\_\_\_\_, 2024.

THE SANITARY BOARD OF WESTERN LAKE  
SUPERIOR SANITARY DISTRICT

By: \_\_\_\_\_  
Laura Ness, Chair

By: \_\_\_\_\_  
Rob Schilling, Secretary

COMMUNITY	2023 COMMUNITY WORK PLAN	2023 ACTUAL COMPLETED WORK	2023 FUNDS EXPENDED ON I & I PROJECTS	2023 I & I REDUCTION ESTIMATE	2024 COMMUNITY WORK PLAN
<b>CITY OF PROCTOR</b> Permitted Peak: <b>1.990 MGD</b> 2023 Peak Flow: <b>2.863</b> 2023 Peak Flow Exceedances: <b>7</b>	<ul style="list-style-type: none"> <li>The target area for 2023 will be the south area of Proctor. The target area will follow the Jet-Vac Cleaning Schedule (Brown Area) attached with this report</li> <li>The target area for 2023 will be the south portion of Proctor. The target area will follow the Jet-Vac Cleaning Schedule (Brown Area) attached with this report (approx. 10,300 lin. ft.). Additionally, the city plans to clean sewer lines near Blackwoods (approx. 1,200 lin. ft.) to remove anticipated grease.</li> <li>Section K includes 34 manholes Section L includes 30 manholes</li> <li>Through the City's manhole inspection process, the City has identified multiple manholes that need rehabilitation to help improve I&amp;I. The City plans to seal brick manholes D3, D4, and D4-A from top to bottom. The City also plans to Flex-Seal the chimney of manhole H6 and Aqua-Seal manhole B6.</li> <li>In 2023 the city plans to reconstruction 2nd street from 5th Ave. to 9th Ave. This reconstruction will include roughly 1,900 lin. ft. of sewer main replacement, reconstruction of approx. 11 manholes, and replacement of approx. 46 sewer service lateral to the right-of-way. Based on the City's 2019 CIP, 2nd street ranked as one of the top segments of sanitary sewer in need of improvements.</li> <li>The information posted on the city website may lead to homeowners requesting to have their sanitary sewer service laterals televised and/or replaced/lined.</li> <li>The city is continuing to utilize their City point of sale ordinance which identifies service laterals in need of repair at point of sale. The homeowners are responsible for televising and making repairs to their service lateral at the time of sale. In 2022 there were 18 service laterals that were either lined or replaced because of this in place ordinance.</li> <li>As the City continues to inspect manholes and sewer mains, they will continue to develop a comprehensive list of rehabilitation needs, prioritize them, and work on obtaining funding to make the necessary repairs in the future. As part of this effort the City has developed a CIP which identifies and prioritizes sanitary sewer infrastructure in critical need of improvement to reduce I&amp;I.</li> </ul>	<ul style="list-style-type: none"> <li>Second Street Reconstruction - Removed existing Manholes and sewer main and replaced with 10 new Manholes and 1,990 lin. ft. of sewer main. 44 sanitary services were removed and replaced from the main to the R/W.</li> <li>Private Sanitary Service Rehab - Point of sale private service lateral rehab included 13 replaced laterals and 7 lined laterals. 3 services have been identified for 2024 rehab.</li> <li>System Cleaning - The City planned 10,300 lin. ft. They completed a total of 13,200 lin. ft including 2,900 lin. ft of grease line.</li> <li>Lift station cleaning - The city had 2 of there lift stations cleaned in 2023.</li> <li>Manhole Inspections - The City inspected 64 sanitary sewer manholes in 2023 to help identify future rehabilitation needs.</li> </ul>	\$467,259	.01425 MGD	<ul style="list-style-type: none"> <li>Televis/inspect approx. 6,000 lin. ft of sewer mains.</li> <li>Jet-Vac approx. 23,800 lin. ft. of sewer mains</li> <li>Inspection of approx. 39 manholes</li> <li>Complete manholes repairs</li> <li>I&amp;I information posted on the City's website</li> <li>City Sewer Ordinance</li> <li>Continue to develop a long range rehabilitation program</li> </ul>
<b>CITY OF SCANLON</b> Permitted Peak: <b>0.830 MGD</b> 2023 Peak Flow: <b>0.976</b> 2023 Peak Flow Exceedances: <b>2</b>	<ul style="list-style-type: none"> <li>City televises a portion of the City every 5 years and will do 3043 LF in 2023</li> <li>Continue work with homeowners on I&amp;I</li> <li>Continue to walk the system in spring snowmelt/heavy rains; also will randomly inspect 10% of system</li> <li>Continue to perform sump pump inspections on private residences</li> </ul>	<ul style="list-style-type: none"> <li>Six manholes had covers/castings reset and patched to prevent traffic from damaging; new bituminous seals where water potentially entering</li> <li>City completed construction on the 2021 sewer rehab project in 2022. Project included digging up/making spot repairs at 3 locations on CIP lining for 3180 LF of 8 in VCP sewer on Sahlman Ave (22<sup>nd</sup>-29<sup>th</sup> streets), 28<sup>th</sup> street north of Sahlman, and an alley off 28<sup>th</sup> street</li> </ul>	\$650	0.0001 MGD	<ul style="list-style-type: none"> <li>City will replace main line, manholes, and laterals to ROW with the 22nd Street project in 2024.</li> <li>City analyzing budget for undertaking next CIPP lining project in later part of 2024. Work is budget-dependent but contemplates CIPP lining approximately 2,500 LF</li> <li>City staff will continue to walk the system in spring during snowmelt or after heavy rain events to identify I/I issues. Random inspections made during dry conditions, inspect last 10%.</li> <li>City will continue to work with homeowners to inspect and repair laterals at the point of sale to reduce I/I.</li> <li>City will continue to perform sump pump inspections on homes and businesses to verify compliance with ordinance. These homes are typically all done at point of sale with sanitary lateral inspections. If not inspected within a 10-yr timeframe, City staff will make inspections.</li> </ul>
<b>TWIN LAKES TOWNSHIP</b> Permitted Peak: <b>0.400 MGD</b> 2023 Peak Flow: <b>0.297</b> 2023 Peak Flow Exceedances: <b>0</b>	<ul style="list-style-type: none"> <li>Continue to review existing manholes for I and I.</li> <li>Raise manhole #329</li> <li>Clean and televise highway 210 corridor.</li> </ul> Clean Olsonville lift station	<ul style="list-style-type: none"> <li>MH-322 was raised, repaired, and sealed with an external frame seal. MH-328 was raised, repaired, and sealed with an external frame seal. MH-408 was raised, repaired, jetted, and sealed with an external frame seal.</li> <li>Jetted and televised all sanitary sewers within the Olsonville neighborhood. Jetted and televised from MH 335 to MH 331 along Highway 210. 7740 LF</li> </ul>	NOT LISTED	NOT LISTED	<ul style="list-style-type: none"> <li>Continue to review existing manholes for inflow and infiltration.</li> </ul>

COMMUNITY	2023 COMMUNITY WORK PLAN	2023 ACTUAL COMPLETED WORK	2023 FUNDS EXPENDED ON I & I PROJECTS	2023 I & I REDUCTION ESTIMATE	2024 COMMUNITY WORK PLAN
<b>CITY OF RICE LAKE</b> Permitted Peak: <b>0.260 MGD</b> 2023 Peak Flow: <b>0.705</b> 2023 Peak Flow Exceedances: <b>5</b>	<ul style="list-style-type: none"> <li>Ongoing effort to identify and reduce I&amp;I. To be determined by the Public Works Department</li> <li>Manhole rehab as needed</li> </ul>	<ul style="list-style-type: none"> <li>2 service laterals replaced, one on 2<sup>nd</sup> ave, one on Kolstad Ave</li> <li>MH118 Sealed (Located on Howard Gnesen between W. Calvary and E. Calvary)</li> <li>4771 Mather Road. Demo of burnt structure</li> <li>6 service lateral repairs were made at residences</li> <li>4973 LF line televised with no issues found</li> <li>Dye testing along ditch on rice lake road for I&amp;I – none detected</li> <li>Manholes on W Calvary and Rice Lake Road inspected, no issues</li> </ul>	\$18,229	0.0032 MGD	<ul style="list-style-type: none"> <li>The City is working on purchasing generators for the Lift Stations to prevent the need for emergency pumping and prevention of overflow during power outages.</li> <li>Manholes on 1st Avenue North will be inspected for possible I&amp;I as an identification effort.</li> <li>Manholes identified on 1st Avenue North in need of rehab will be evaluated and repaired based on highest priority as a reduction effort.</li> <li>The City will contract for annual sewer main televising of 1st Ave. N. and lift station cleaning as part of an identification and maintenance effort.</li> <li>Properties where private laterals are identified in need of repair or replacement will be given notice of what repairs need to be made within a specific time period to be in compliance in a reduction effort.</li> <li>1st Ave. North residential private sewer laterals is an area of focus for 2024 to identify possible I &amp; I.</li> </ul>
<b>THOMSON TOWNSHIP</b> Permitted Peak: <b>1.000 MGD</b> 2023 Peak Flow: <b>1.619</b> 2023 Peak Flow Exceedances: <b>7</b>	<ul style="list-style-type: none"> <li>Within the Esko PS Basin, this is the pipe which was collapsed and discovered in 2022 during televising. While the collapse was repaired in 2022, the remaining joints are in degraded condition and given the age and depth of the piping, the decision to simply utilize CIPP and get out of the intersection prior to Carlton County work on Hwy 61 was made</li> <li>Engineer reviews flows regularly for patterns and peaks to help identify I/I locations</li> <li>Plans are being made to extend a public sewer main along Randall Avenue. Current laterals are shared, which violate the Town's ordinances but also have damage from point-of-sale inspections that occurred. It is hoped to complete this project in 2023 but it may shift into 2024</li> </ul>	<ul style="list-style-type: none"> <li>New casting was installed on MH 161 (CSAH 1/61 Intersection) and adjusting rings were replaced as part of the emergency dig in July 2022. New adjusting rings were installed and as this was a brick manhole (in good condition) the manhole will be scheduled for a rehabilitation process in the near future.</li> <li>Various. Repairs have varied from cleanout repairs to full lateral replacements</li> <li>The Town bid and awarded a CIPP lining project to Insituform. The project was completed, except for the grouting of laterals which was not able to be completed due to pipes out of round to the point that equipment was stuck in the lines and needed to be removed. The Town has removed this from the scope of this project and will tag the grouting of these laterals to the next rehabilitation project. The Town, as WLSSD is well aware, was forced to perform an emergency pipe replacement due to a pipe failure at the intersection of Hwy 1 and 61 in the center of Town. The work was extensive and with the clay pipe (1941) and other questionable joints and service ties, the line has already been contracted with Visu-Sewer to line in 2023. This should eliminate issues in this area moving forward.</li> <li>Approximately ¼ of the pipe runs had issues that will require some attention. These varied between small deformations to the large blockage at Hwy 61/Hwy 1 that caused the emergency dig – 12,400 LF</li> <li>Town Engineer reviews all flow data from WLSSD and looks for patterns or exceedances. This occurs on a routine basis to search for leading indicators of I/I.</li> </ul>	\$55,450	NOT LISTED	<ul style="list-style-type: none"> <li>Plans are being made to extend a public sewer main along Randall Avenue. Current laterals are shared, which violate the Town's ordinances but also have damage from point-of-sale inspections that occurred. This project was planned to be completed in 2023 but it has moved to 2024</li> <li>Shared laterals are found on Birch Drive. Similar to Randal Avenue, a sewer extension is planned to mitigate the current shared laterals, since they violate the Town's ordinance.</li> <li>Engineer reviews flows regularly for patterns and peaks to help identify I/I locations.</li> </ul>
<b>CITY OF WRENSHALL</b> Permitted Peak: <b>0.130 MGD</b> 2023 Peak Flow: <b>0.253</b> 2023 Peak Flow Exceedances: <b>9</b>	<ul style="list-style-type: none"> <li>Clean and inspect the Parkwood Lift Station to ensure everything is in proper working order</li> <li>Inspect the lift station pumps to make sure they are running efficiently</li> <li>City staff will continue to walk the sewer system in the spring when the snow is melting or during heavy rain storms in the summer in order to identify I&amp;I going into the system. Random inspections during dry conditions will also help to identify any I&amp;I that may be entering the system.</li> <li>The City will continue to do sump pump inspections on homes and businesses in order to verify compliance with ordinance.</li> <li>Staff will periodically check the school roof to make sure the extensions are still on the sewer vents so that no runoff makes it into the system</li> <li>City will TV and clean a percentage of the collection system in 2022, TBD by City Engineer</li> <li>Contractor or city to seal remaining manholes identified in Phase 2 smoke testing</li> <li>Planning to make spot repairs and line 700 feet of sewer on Broadway and Crestwood</li> </ul>	<ul style="list-style-type: none"> <li>MH 1 rehabed and a plug added to remove I&amp;I from old line.</li> <li>Various mahole repairs including sealing pick holes, lids, castings on MH 58,46,45,51 and 53</li> <li>City completed engineering on the 2022 sanitary sewer rehab project which included digging up/making spot repairs at 2 locations on crestwood drive and CIPP lining for 715 LF of 8 in VCP sanitary on Crestwood and Broadway. The spot repairs were completed in 2022, the City received bids on the CIPP project but has elected to combine the work with a 2023 carlton county and city of carlton project to obtain better contractor pricing.</li> <li>Cleaned and televised 8,610 LF of sanitary sewer in 2022</li> <li>Clean and inspect pumps/lift stations in Wrenshall</li> </ul>	\$58,794	0.001	<ul style="list-style-type: none"> <li>The city will clean and inspect the Parkwood Lift Station.</li> <li>Pumps will be inspected by Minnesota Pump Works.</li> <li>Maintenance staff will walk the sewer system in spring to identify I&amp;I issues. Random dry weather inspections will also be completed.</li> <li>Continued point of sale sump pump inspections.</li> <li>Inspection of school roof drains.</li> <li>Jet and televise 1/3 of city sewer lines.</li> <li>Complete rehab of MH 20B and MH 20C.</li> <li>Prepare Preliminary Engineering Report in preparation to secure funding for comprehensive infrastructure repairs.</li> </ul>
<b>JAY COOKE STATE PARK</b> Permitted Peak: <b>0.010</b> 2023 Peak Flow: <b>0.050</b>	<ul style="list-style-type: none"> <li>Visual inspections of manholes</li> </ul>	<ul style="list-style-type: none"> <li>Park Staff monitored sewer manholes for inflow and infiltration during high flow events</li> </ul>	NONE	NONE	<ul style="list-style-type: none"> <li>Visual inspections of manholes</li> </ul>



2023 Peak Flow Exceedances: <b>0</b>					
COMMUNITY	2023 COMMUNITY WORK PLAN	2023 ACTUAL COMPLETED WORK	2023 FUNDS EXPENDED ON I & I PROJECTS	2023 I & I REDUCTION ESTIMATE	2024 COMMUNITY WORK PLAN
<b>CITY OF CARLTON</b>  Permitted Peak: <b>0.820 MGD</b> 2023 Peak Flow: <b>1.594</b> 2023 Peak Flow Exceedances: <b>6</b>	<ul style="list-style-type: none"> <li>Clean lift stations</li> <li>Casting repair as needed</li> <li>Jetting and cleaning</li> <li>Lining projectr</li> </ul>	<ul style="list-style-type: none"> <li>13 service laterals repaired or replaced</li> <li>Replaced MH 28; installed new manhole at angle in pipe 81</li> <li>New casting on MH 31 and 79 as part of county project</li> <li>30' of sewer main rehabbed and MH 83 dug up and stub added and sealed</li> <li>MH 219 jetted and cleaned because loader hit – need to reseal in 23, vermilion LS lid repair, homeowner hit and busted. Resealed to stop rain water from entering.</li> <li>TV'd sewer mains in basins 2 and 3</li> <li>Dye testing on Walnut ave</li> <li>Jetted and cleaned basins 2 and 3, lift stations</li> </ul>	\$198,675	0.0827 MGD	<ul style="list-style-type: none"> <li>Lift station cleaning.</li> <li>Manhole casting repairs.</li> <li>Smoke testing of sewer mains.</li> <li>Installation of truck mounted crane to better facilitate maintenance activities.</li> </ul>
<b>DULUTH NORTH SHORE SANITARY DISTRICT (DNSSD)</b>  Permitted Peak: <b>0.310 MGD</b> 2023 Peak Flow: <b>0.870</b> 2023 Peak Flow Exceedances: <b>7</b>	<ul style="list-style-type: none"> <li>The District is considering the purchase or rental of a televising camera to begin inspecting sewer laterals. Any discovered defects would be targeted for replacement or repair.</li> <li>The District is considering the purchase or rental of a televising camera to inspect the mainline sewer in Greenwood. Any discovered defects would be targeted for replacement or repair.</li> <li>ould the District proceed with televising the mainline sewer along Greenwood, the manholes would be inspected at that time. Any noted defects would be added to budget for repair as funding allows.</li> </ul>	<ul style="list-style-type: none"> <li>Amish &amp; Beachway Grinder Basin I&amp;I Issues</li> <li>Replaced lid and risers for manhole near McQuade safe harbor parking lot.</li> </ul>	NOT LISTED	NOT LISTED	<ul style="list-style-type: none"> <li>The District is considering the purchase or rental of a televising camera to begin inspecting sewer laterals. A televising contractor may be hired in-leu of purchasing a camera. Any discovered defects would be targeted for replacement or repair.</li> <li>The District is considering the purchase or rental of a televising camera to inspect the mainline sewer in Greenwood. Any discovered defects would be targeted for replacement or repair. Pending Funding or a televising contractor may be hired in-leu of purchasing a camera.</li> <li>As part of the GIS data collection, the manholes will be inspected and entered into the GIS system.</li> </ul>
<b>FOND DU LAC RESERVATION</b>  Permitted Peak: <b>N/A</b> 2023 Peak Flow: <b>N/A</b> 2023 Peak Flow Exceedances: <b>N/A</b>	<ul style="list-style-type: none"> <li>This project is complete, pending sidewalk and punchlist items. -4,650 LF of 8" PVC sanitary collection, -2,300 LF of 4" Service lateral, and -27 manholes</li> <li>Conduction annual manhole inspections around Whispering Pines, Supportive Housing area, Meadow and Fox Lanes;</li> <li>Continue to provide flyers to residences connected to the Cloquet collection system to aid in reducing and properly disposing of fats, oils, and greases.</li> </ul>	<ul style="list-style-type: none"> <li>55 private service lines (~2490 LF of 4-inch) were replaced as part of a Utility Replacement project in the FDL Housing Area. Three (3) commercial service lines were replaced.</li> <li>4,460 LF of 8-inch PVC sanitary sewer line was replaced in 2022. 150 LF of 6-inch PVC sanitary sewer line was replaced in 2022</li> <li>27 manholes were replaced as part of the Utility Replacement project in the FDL Housing Area.</li> <li>With assistance from the City of Cloquet Vactor and Jetting service truck (The Band has a service agreement for jetting of all sanitary lines once every 3 years.) Have flow issues due to dips and unnatural bend in pipe service line is jetted at a minimum annually,</li> <li>All lift stations are monitored weekly for run time and flows and compared with water usage when possible. The monitoring process will continue help in identifying future I/I issues as well as allow for better operation and maintenance of the utility. Overall, the sanitary collection is newer and has no major I/I issues. During high rain events department staff noted high I/I into lift stations 1 &amp; 7; upon inspection of five (5) manholes, it was noted that there are grade issues funneling rain water into the manholes which discharge into LS 7. This is further exacerbated by a flammable waste trap being plumbed into the sanitary per code on the parking ramp at BBCR. Lift Station 1 has I/I issues due to cleanouts being cracked/broken as well as improperly sealed; The lift station 1 issues have been resolved, and the 2022 spring thaw indicated all leaks were resolved.</li> </ul>	\$12,500	NOT LISTED	<ul style="list-style-type: none"> <li>Conduct annual manhole inspections around Whispering Pines, Supportive Housing area, Meadow and Fox Lanes.</li> <li>Continue to provide flyers to residences connected to the Cloquet collection system to aid in reducing and properly disposing of fats, oils, and greases.</li> <li>The Band plans to grab composite samples at the manhole upstream of Lift Station 2 in attempt to identify any sources of FOG, BOD and TSS.</li> </ul>
<b>PIKE LAKE AREA WASTEWATER COLLECTION SYSTEM (PLAWCS)</b>  Permitted Peak: <b>0.450 MGD</b>	<ul style="list-style-type: none"> <li>PLAWCS plans to continue with their point of sale inspections of sump pumps and sewer laterals as a means of identifying and correcting I&amp;I issues.</li> <li>PLAWCS will continue to televise 10% of it gravity mains in 2023.</li> </ul>	<ul style="list-style-type: none"> <li>Sewer lateral at 4846 Daniels Road was repaired to correct an offset joint. Sewer lateral at 6044 North Pike Lake Road was repaired to correct three distinct areas of root intrusion. Grinder base at 4877 Lakeway was replaced correct crack in basin wall.</li> <li>Televising results indicate that mainline sewer and sewer laterals are in acceptable condition. Issues noted include laterals that require some additional jetting but no issues leading to increase I&amp;I.</li> </ul>	\$50,100	0.00302 MGD	<ul style="list-style-type: none"> <li>PLAWCS plans to continue with their point of sale inspections of sump pumps and sewer laterals as a means of identifying and correcting I&amp;I issues.</li> <li>PLAWCS will continue to televise 10% of it gravity mains in 2024.</li> </ul>

2023 Peak Flow: <b>1.681</b> 2023 Peak Flow Exceedances: <b>2</b>					
COMMUNITY	2023 COMMUNITY WORK PLAN	2023 ACTUAL COMPLETED WORK	2023 FUNDS EXPENDED ON I & I PROJECTS	2023 I & I REDUCTION ESTIMATE	2024 COMMUNITY WORK PLAN
<b>MIDWAY TOWNSHIP</b>  Permitted Peak: <b>0.300 MGD</b> 2023 Peak Flow: <b>0.229</b> 2023 Peak Flow Exceedances: <b>0</b>	<ul style="list-style-type: none"> <li>No Reduction or Identification projects listed</li> </ul>	<ul style="list-style-type: none"> <li>3 service laterals lined and replaced</li> <li>2 private lateral lines replaced, 200 ft</li> <li>6000 ft line televised</li> <li>News letter sent to residents 4 times a year, has I&amp;I info</li> </ul>	NOT LISTED	NOT LISTED	<ul style="list-style-type: none"> <li>No Reduction or Identification projects listed</li> </ul>
<b>VILLAGE OF OLIVER</b>  Permitted Peak: <b>0.100 MGD</b> 2023 Peak Flow: <b>0.117</b> 2023 Peak Flow Exceedances: <b>2</b>	<ul style="list-style-type: none"> <li>Inspect 15 manholes in Basin C</li> <li>Televising &amp; clean 2,825 LF of 8" main in Basin C</li> <li>See attached project description in peak flow analysis section above.</li> <li>If found during inspection these will be repaired/replaced</li> <li>If found during inspection the will be repaired/replaced.</li> </ul>	<ul style="list-style-type: none"> <li>Basin B inspected 20 manhole - no repairs were recommended</li> <li>Televised 6863 LF and cleaned Basin B mains and manholes, no repairs were recommended</li> </ul>	\$40,750	0 MGD	<ul style="list-style-type: none"> <li>This will be the first year of the voluntary inspection program established as part of the flow monitoring project in 2023. Basin E1 area will be the first area inspected.</li> </ul>
<b>CITY OF CLOQUET</b>  Permitted Peak: <b>5.750 MGD</b> 2023 Peak Flow: <b>5.33</b> 2023 Peak Flow Exceedances: <b>0</b>	<ul style="list-style-type: none"> <li>CIPP lining of 3000 LF</li> <li>Inventory SS assets</li> <li>MH sealing across City</li> <li>Reconstruction of 22<sup>nd</sup> street to Washington to Prospect ave</li> <li>Reconstruct Armory Rd</li> <li>Reconstruct 17<sup>th</sup> Street</li> <li>Reconstruct Prospect Ave</li> </ul>	<ul style="list-style-type: none"> <li>9 footing drains disconnected</li> <li>45 service lateral replacements/repairs</li> <li>14 MH's replaced with 14<sup>th</sup> street project</li> <li>2837 LF lined</li> <li>10402 LF TV'd</li> <li>4 service laterals dye tested with 14<sup>th</sup> street project</li> <li>23 service laterals TVd, 11 with push camera</li> </ul>	\$166,000	120,000 MGD	<ul style="list-style-type: none"> <li>Full reconstruction of sewer and water in 22nd Street from Washington Avenue to Prospect Avenue.</li> <li>Full reconstruction of sewer and water in 8th Street from Prospect Avenue to Sahlman Ave.</li> <li>Reconstruction and extension of portions of the sanitary infrastructure in the Armory Rd corridor.</li> <li>Manhole sealing and street work to be completed in the area.</li> <li>Reconstruct 17th Street from Selmser to Prospect.</li> <li>Reconstruct Prospect Avenue from 9th to 14th.</li> </ul>
<b>KNIFE RIVER LARSMONT SANITARY DISTRICT (KRLSD)</b>  Permitted Peak: <b>0.134 MGD</b> 2023 Peak Flow: <b>0.271</b> 2023 Peak Flow Exceedances: <b>4</b>	<ul style="list-style-type: none"> <li>Operator inspects the gravity collection system post-rainfall (significant rainfall) to look for increased flow and vectors for sourcing. Engineer will join in 2023</li> <li>Engineer keeps updated flow data for the district and reviews these flows periodically (typically quarterly) for aberrations.</li> <li>Engineer will work with operator and chair to develop a routine televising schedule to begin in 2024 with areas not completed with prior lateral reviews.</li> </ul>	<ul style="list-style-type: none"> <li>Engineer reviews flow data routinely and coordinates concerns with operator. Operator investigates after rainstorms if increased flow is visible in various pump stations.</li> </ul>	\$1,000	NOT LISTED	<ul style="list-style-type: none"> <li>Operator inspects the gravity collection system post-rainfall (significant rainfall) to look for increased flow and vectors for sourcing. Engineer will join in 2024.</li> <li>Engineer keeps updated flow data for the district and reviews these flows periodically (typically quarterly) for aberrations.</li> <li>Engineer will work with operator and chair to develop a routine televising schedule to begin in 2024 with areas not completed with prior lateral reviews.</li> </ul>
<b>CITY OF HERMANTOWN</b>  Permitted Peak: <b>3.530 MGD</b> 2023 Peak Flow: <b>2.611</b> 2023 Peak Flow Exceedances: <b>0</b>	<ul style="list-style-type: none"> <li>Fix Man Holes that are found to have I&amp;I by GIS collection. Big concern on trunkline near creeks</li> <li>Look for I&amp;I in the lift stations and create a list of I&amp;I in these and generate a priority list and plan to minimize/eliminate</li> </ul>	<ul style="list-style-type: none"> <li>1 footing drain disconnect</li> <li>12 service laterals lined/replaced in Bayview Basin</li> <li>3 MH's replaced</li> <li>2500 LF sewer TV'd</li> </ul>	\$22,500	0.0008 MGD	<ul style="list-style-type: none"> <li>Inspect our Lift stations and generate a priority list and plan to minimize/eliminate I&amp;I</li> </ul>

COMMUNITY	2023 COMMUNITY WORK PLAN	2023 ACTUAL COMPLETED WORK	2023 FUNDS EXPENDED ON I & I PROJECTS	2023 I & I REDUCTION ESTIMATE	2024 COMMUNITY WORK PLAN
<b>CITY OF DULUTH</b>  Permitted Peak: <b>47.800</b> 2023 Peak Flow: <b>95.486</b> 2023 Peak Flow Exceedances: <b>14</b>	<ul style="list-style-type: none"> <li>• Continue disconnecting foundation drains</li> <li>• Continue disconnecting foundation drains at Point of Sale inspections.</li> <li>• CIPP line Basin 15</li> <li>• Cleaning and CCTV inspection of entire system</li> <li>• Replace or rehabilitate 100 private services per year</li> </ul>	<ul style="list-style-type: none"> <li>• 31 footing drains disconnected</li> <li>• 100 laterals lined/replaced</li> <li>• 241 MH's rehabbed/replaced</li> <li>• 136 feet sewer CIPP</li> <li>• 16162 LF CCTV'd</li> <li>• Dye testing at 16 sites</li> </ul>	\$3,165,932	NOT LISTED	<ul style="list-style-type: none"> <li>• Replace or Rehabilitate at least 100 private sewer services annually.</li> <li>• City wide - identify issues in the sanitary mains (televise), repair, and replace.</li> <li>• Point of sale inspections for footing drains and sump pump disconnections.</li> <li>• Citywide Sanitary Sewer Rehab/Lining \$1,950,000</li> <li>• Citywide Manhole Adjustment Project \$75,000</li> <li>• Lift Station Rehabilitation (LS 24 &amp; LS 40) \$750,000</li> <li>• Misc Street Projects \$100,000</li> </ul>

# 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>



4b

## MEMORANDUM

Clear Answers for Clean Water™

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**To:** WLSSD Board

**From:** WLSSD Operations and Planning Committee

**Date:** April 12, 2024

**Subject:** Carlton County Joint Powers Agreement Amendment #1

### Background

The District and Carlton County have a joint powers agreement (JPA) providing for the disposal of County waste under the terms of the District's Solid Waste Disposal Agreement with the City of Superior and to clarify other solid waste responsibilities of the District and the County in their overlapping jurisdictional areas. The current amended disposal agreement with the City of Superior expires on June 30, 2026. The current 5-year JPA with Carlton County is scheduled to expire June 30<sup>th</sup> of this year and is being extended to match the expiration date of the District's agreement with the City of Superior.

Under the agreement, details regarding Solid Waste Disposal, Fee for Services, Collector Requirements, Recycling, Household Hazardous Waste and District Ordinances are also spelled out.

Staff from both the County and WLSSD have indicated the desire to extend this agreement. The Carlton County Board approved and signed the amendment at their April 9, 2024, meeting.

### Recommendation

**The Operations and Planning Committee recommends that the WLSSD Board approve Amendment No. 1 to the Carlton County Joint Powers Agreement.**

**JOINT POWERS AGREEMENT  
AMENDMENT NO. 1**

This Amended Joint Powers Agreement is made and entered into between the **Sanitary Board of the Western Lake Superior Sanitary District**, a political subdivision of the State of Minnesota ("District"), and the **County of Carlton**, Minnesota, a political subdivision of the State of Minnesota ("County").

**WHEREAS**, the County and District entered into a Joint Powers Agreement effective July 1, 2019; and

**WHEREAS**, the purpose of the Joint Powers Agreement was to enable the County to dispose of Solid Waste under the District's Solid Waste Disposal Agreement with the City of Superior, Wisconsin; and to clarify the solid waste responsibilities of the District and the County in their overlapping jurisdictional area.

**WHEREAS**, the Joint Powers Agreement expires June 30, 2024; and

**WHEREAS**, the Joint Powers Agreement provides that the term of the Agreement may be extended at the option of the parties through the end of the operational life of the Superior Disposal Facility; and

**WHEREAS**, the City of Superior has determined that the end of the operational life of the Disposal Facility will be June 30, 2026; and

**WHEREAS**, both parties desire to extend the term of the Joint Powers Agreement so as to enable both parties to continue to enjoy the mutual benefits it provides; and

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, and for other good and valuable consideration, the parties do agree as follows:

1. That the term of the Joint Powers Agreement shall be amended to expire June 30, 2026.
2. That all other provisions of the original Joint Powers Agreement, except as amended herein, shall remain in full force and effect.

**CARLTON COUNTY, MINNESOTA**

**WESTERN LAKE SUPERIOR  
SANITARY DISTRICT**

By   
Chair of the Board  
of County Commissioners

By \_\_\_\_\_  
Its \_\_\_\_\_

Attest:

By Kevin Derweidt  
County Auditor

Approved as to form:

By [Signature]  
County Attorney



# **JOINT POWERS AGREEMENT**

This Joint Powers Agreement is made and entered into pursuant to Minn. Stat. § 471.59, by and between the **Sanitary Board of the Western Lake Superior Sanitary District**, a political subdivision of the State of Minnesota ("District"), and the **County of Carlton**, Minnesota, a political subdivision of the State of Minnesota ("County").

## **RECITALS**

A. The District is a political subdivision of the State of Minnesota with authority and responsibility to manage and dispose of wastewater and solid waste within its boundaries and, pursuant to such authority, operates a solid waste transfer station at its facility located at 2626 Courtland Street, Duluth, Minnesota.

B. The County is a political subdivision of the State of Minnesota that is responsible for solid waste management within its boundaries. The County operates a solid waste transfer station located at 1950 Highway 210, Carlton, Minnesota.

C. The District and the County are authorized pursuant to Minn. Stat. § 471.59 to enter into a Joint Powers Agreement concerning solid waste activities.

D. The District has an agreement with the City of Superior, Wisconsin ("City") for the disposal of waste at the City land disposal facility (Solid Waste Facility Operation License #2627) which expires on June 30, 2024, with extensions to be negotiated by the City and the District through the end of operational life of the Disposal Facility. It is anticipated that the Disposal Facility will have some remaining available capacity after July 1, 2024.

E. The District and the County have previously entered into Joint Powers Agreements providing for the disposal of Carlton County solid waste under the District Solid Waste Disposal Agreement with the City. The current Amended Joint Powers Agreement expires June 30, 2019.

F. Both the District and the County operate household hazardous waste and recycling programs for residents within their respective jurisdictions. The jurisdiction of the District overlaps the jurisdiction of the County over an area comprised of the cities of Cloquet, Carlton, Scanlon, and Wrenshall, and the townships of Silver Brook, Thomson, and Twin Lakes.

G. The County currently has a separate waste transportation agreement with a contractor, which transports the County waste directly to City.

**NOW, THEREFORE** in consideration of the mutual covenants and agreements contained herein, the District and the County agree as follows:

1. Purpose. The purpose of this Joint Powers Agreement is to enable the County to dispose of solid waste through the District's solid waste disposal contract with the City, and to clarify the solid waste responsibilities of the District and the County in their overlapping jurisdictional area.

2. Definitions. As used in this Agreement, terms shall have the meanings as defined in the District Solid Waste Ordinance unless a different meaning clearly appears from the context. The following terms are defined as:

"Acceptable Waste" means those Solid Wastes that are not prohibited from processing or disposal as defined by the solid waste disposal Agreement between the City and the District, District Ordinance or pursuant to local, State and federal laws.

"Collector" means the person or entity specifically licensed by the District or other government unit to collect and dispose of garbage, Rubbish, other Mixed Municipal Solid Waste or Recyclable Materials.

"Disposal Facility" means the City of Superior, Wisconsin landfill located on Moccasin Mike Road (Solid Waste Facility Operation License #2627).

3. Solid Waste Disposal. The Acceptable Waste collected at the County transfer station will be included with the District waste for purposes of securing the best rate for disposal of the waste. The County shall use its best efforts to collect Acceptable Waste at the County transfer station. The County shall transfer the waste to the City Disposal Facility at the County's expense. The County shall use its authority to assist the District in obtaining written agreements with Collectors in Carlton County securing delivery of waste to the Carlton Transfer Station for the term of this agreement. The County shall require that any Collector using the County transfer station must comply with the provisions of this agreement. The County shall charge to a Collector the applicable rate established by the District for any Collector that has failed to sign a solid waste delivery agreement or any Collector deemed to be Noncompliant by the District in accordance with the District Solid Waste Ordinance.

4. Fee for Services. The County shall be charged the disposal fee charged to the District by City, and any increases in the disposal fee shall be calculated in accordance with the provisions of the solid waste disposal agreement with the City. The disposal fee shall be adjusted on July 1 of each year, based upon the CPI adjustment as described in the agreement between the City and the District. The disposal fee includes Wisconsin environmental and recycling fees which may be modified by the state at any time.

Effective July 1, 2019 and during the first year of the term of this Agreement, the County shall pay:



- i. Thirty-Nine Dollars and Eighty-four Cents (\$39.84) for each ton of Mixed Municipal Solid Waste (\$38.84 disposal fee and \$1.00 admin fee); and
- ii. Forty-One Dollars and Eighty-four Cents (\$41.84) for each ton of Mixed Waste (\$38.84 disposal fee and \$3.00 admin fee).

Unacceptable Waste deposited at the Disposal Facility by the County, its agents, employees, contractors or subcontractors, shall be separated by the City and lawfully disposed. Any costs incurred by the City for such disposal shall be the responsibility of the County. County shall reimburse the District for any such costs assessed by City on County waste.

District shall bill the County every month between the first (1st) and tenth (10th) day of the month for all waste delivered to City prior to the date of such bill which has not been included in any previous bill and shall be reimbursed within thirty (30) days of receipt by the County of each such billing. Compensation for the disposal services performed pursuant to this Agreement shall be based upon the number of tons of Acceptable Waste from County accepted at the Disposal Facility as determined from the records of the City.

The County shall pay an out-of-district fee of \$5.00 per ton for waste generated from outside of the District boundaries, after receiving a credit for the administrative fees and capital fees already paid (on a per ton basis) for such waste during the year. The County shall pay the annual out-of-district fee (covering the annual period of July 1 to June 30) on September 1<sup>st</sup> of each year calculated at \$5.00 (after receiving the credits noted above) per ton on 18% of the tons of Acceptable Waste from County accepted at the Disposal Facility as determined from records of City. The parties agree that 18% of all County Acceptable Waste is from these outlying areas. The out-of-district fee per ton may be modified in the discretion of the District. The District will give written notice of an increase in the out-of-district fee sixty (60) days prior to the effective date and advise the County of the reasons for the increase. The County recognizes that the District, in its discretion, may assess a solid waste management fee for any area within the boundaries of the District.

County shall report to the District each month the additional fees charged to noncontract Collectors and Collectors found by the District to be in Noncompliance, and forward all such fees collected to District.

5. Collector Requirements. Any Collector, excluding self-haulers, which uses the County transfer station to dispose of waste at the City Disposal Facility pursuant to this Joint Powers Agreement shall:

- a. maintain a Collector license from the District in accordance with the District Solid Waste Ordinance.

- b. execute a solid waste delivery agreement with the District or pay to the District an additional fee per ton, in an amount set by the District, for noncontract disposal.

County will notify District if a Collector is in violation of these requirements, or other requirements of the District Solid Waste Ordinance. County shall not accept waste at the transfer station from a Collector that is not licensed by the District.

6. Recycling. The County shall be responsible for providing recycling services for all County residents in accordance with Chapter 115A of Minnesota Statutes. The County shall be responsible for preparation of all State reporting forms relating to recycling, and shall specifically be responsible for timely preparation of all S.C.O.R.E. Reports. The District shall provide educational and public relations support for the County's recycling effort. The County shall be eligible to receive an annual stipend from the District as long as the District has collected a solid waste management fee from Carlton residents during the period. The stipend shall be calculated as a fraction of the 25% annual match that the County must provide for S.C.O.R.E. funding. The fraction shall be determined by comparing the population in the County residing within the District to the total population of the County.

7. Household Hazardous Waste. Both the District and the County operate household hazardous waste collection facilities. Each facility will continue to operate and provide services to residents of the County. If the District accepts waste from Carlton County residents residing outside of the boundaries of the District, the County will not pay an administrative charge for the household delivering waste. The District shall keep a written record of each Carlton County household from outside of the District depositing waste at the District household hazardous waste facility.

8. District Ordinances. Generators of solid waste in the County and Collectors shall comply with all District ordinances and regulations governing disposal of waste, except for the mandatory collection requirements.

9. Term. This agreement shall be in effect July 1, 2019 and terminate on June 30, 2024, but may be extended by the parties' option through the end of operational life of the Disposal Facility, unless sooner terminated as provided in Section 10.

10. Termination. This agreement may be terminated by either party, with or without cause, on 60 days prior written notice.

11. Entire Agreement. This agreement constitutes the entire agreement and understanding between the parties hereto, and it shall not be modified, altered, changed or amended, accept in a writing signed by both parties.



12. Assignment. This agreement may not be assigned by either party without the prior written consent of the other party.

13. Waiver. Failure of the District or the County at any time to require performance by the other of any provisions hereof shall in no way affect the right of the other to subsequently enforce the same.

14. Notices. Any notices and other communications hereunder shall be in writing and shall be deemed duly given if delivered personally or by U.S. Mail, postage prepaid, addressed as follows:

To the District:           Attention: Executive Director  
Western Lake Superior Sanitary District  
2626 Courtland Street  
Duluth, MN 55806-1984

To the County:           Solid Waste Administrator  
Carlton County  
301 Walnut Avenue, Room 101  
P.O. Box 220

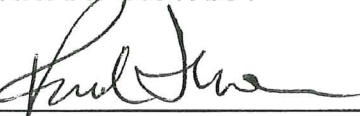
Carlton, MN 55718-0220

**IN WITNESS WHEREOF**, the parties have hereunto set their hands on the day and year first above written.

CARLTON COUNTY, MINNESOTA

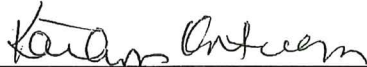
WESTERN LAKE SUPERIOR  
SANITARY DISTRICT

By   
Chair of the Board  
of County Commissioners

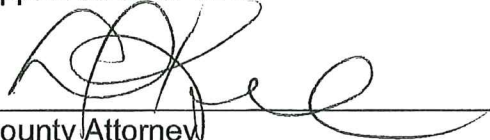
By 

Its Chair of the Board

Attest:

By   
County Auditor

Approved as to form:

By   
County Attorney

SANITARY BOARD OF THE WESTERN LAKE  
SUPERIOR SANITARY DISTRICT

2626 Courtland Street  
Duluth, Minnesota 55806

RESOLUTION NO. 2024-03

RESOLUTION OF APPLICATION AND INTENT  
TO REIMBURSE EXPENDITURES

BE IT RESOLVED by the Sanitary Board (the “Board”) of the Western Lake Superior Sanitary District (the “District”) as follows.

Section 1. Recitals.

A. Pursuant to the authority of Resolution 07-11 Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code, the Executive Director executed a Declaration of Official Intent with respect to the Secondary Clarifier Improvements, Phase 2 and related improvements to the Board’s wastewater treatment facilities (the “Project”), a copy of which is attached hereto as Exhibit A.

B. The Board is applying to the Minnesota Public Facilities Authority (the “PFA”) for financial assistance to be used for the reimbursement and/or payment of the capital costs of the Project.

C. Based on information provided by the Board’s staff, the Board estimates that it will require financial assistance from the PFA in the maximum principal amount of \$17,500,000 in order to complete the Project.

Section 2. Finding. It is found and determined that the Board has the legal authority to apply for such financial assistance, and the institutional, managerial and financial capacity to ensure proper construction, operation, maintenance and replacement of the Project for its design life and repayment of the financial assistance.

Section 3. Evidence of Indebtedness. The financial assistance to be received from the PFA will be evidenced by one or more general obligation notes of the Board, the terms of which will be approved in a separate resolution of the Board.

Section 4. Authorization; Ratification.

A. The officers of the Board and its staff are authorized to take all actions and execute all documents and instruments necessary to apply to the PFA for financial assistance for the Project and such application and its submission to the PFA are approved.

B. The actions of the Executive Director, the Director of Finance, the Manager of Planning and Technical Services and the staff of the Board taken with respect to the preparation of the aforementioned application to the PFA are approved and ratified.

Dated March 25, 2024.

SANITARY BOARD OF THE WESTERN  
LAKE SUPERIOR SANITARY DISTRICT

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Chair

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Secretary

EXHIBIT A

Declaration of Official Intent

The undersigned, being the duly appointed and acting Executive Director of the Sanitary Board of the Western Lake Superior Sanitary District, Carlton and St. Louis Counties Minnesota (the "Issuer"), pursuant to and for purposes of compliance with Treasury Regulations, Section 1.150-2 (the "Regulations"), under the Internal Revenue Code of 1986, as amended, hereby states and certifies on behalf of the Issuer as follows:

1. The undersigned has been and is on the date hereof duly authorized by the Sanitary Board to make and execute this Declaration of Official Intent (the "Declaration") for and on behalf of the Issuer.

2. This Declaration relates to the following project, property or program (the "Project") and the costs thereof to be financed:

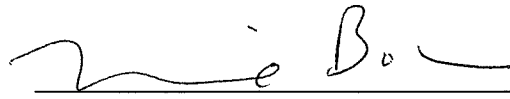
Secondary Clarifier Improvements Phase 2

3. The Issuer reasonably expects to reimburse itself for the payment of certain costs of the Project out of the proceeds of a bond issue or similar borrowing (the "Bonds") to be issued after the date of payment of such costs. As of the date hereof, the Issuer reasonably expects that \$17,500,000 is the maximum principal amount of the Bonds which will be issued to finance the Project.

4. Each expenditure to be reimbursed from the Bonds is or will be a capital expenditure or a cost of issuance, or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Regulations.

5. As of the date hereof, the statements and expectations contained in this Declaration are believed to be reasonable and accurate.

Date: March 20, 2024

  
Executive Director

SANITARY BOARD OF THE WESTERN LAKE  
SUPERIOR SANITARY DISTRICT

2626 Courtland Street  
Duluth, Minnesota 55806

RESOLUTION NO. 2024-04

RESOLUTION OF APPLICATION AND INTENT  
TO REIMBURSE EXPENDITURES

BE IT RESOLVED by the Sanitary Board (the “Board”) of the Western Lake Superior Sanitary District (the “District”) as follows.

Section 1. Recitals.

A. Pursuant to the authority of Resolution 07-11 Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code, the Executive Director executed a Declaration of Official Intent with respect to the Miscellaneous Gravity Interceptor Improvements (Lakeside) and related improvements to the Board’s wastewater treatment facilities (the “Project”), a copy of which is attached hereto as Exhibit A.

B. The Board is applying to the Minnesota Public Facilities Authority (the “PFA”) for financial assistance to be used for the reimbursement and/or payment of the capital costs of the Project.

C. Based on information provided by the Board’s staff, the Board estimates that it will require financial assistance from the PFA in the maximum principal amount of \$4,055,000 in order to complete the Project.

Section 2. Finding. It is found and determined that the Board has the legal authority to apply for such financial assistance, and the institutional, managerial and financial capacity to ensure proper construction, operation, maintenance and replacement of the Project for its design life and repayment of the financial assistance.

Section 3. Evidence of Indebtedness. The financial assistance to be received from the PFA will be evidenced by one or more general obligation notes of the Board, the terms of which will be approved in a separate resolution of the Board.

Section 4. Authorization; Ratification.

A. The officers of the Board and its staff are authorized to take all actions and execute all documents and instruments necessary to apply to the PFA for financial assistance for the Project and such application and its submission to the PFA are approved.

B. The actions of the Executive Director, the Director of Finance, the Manager of Planning and Technical Services and the staff of the Board taken with respect to the preparation of the aforementioned application to the PFA are approved and ratified.

Dated March 25, 2024.

SANITARY BOARD OF THE WESTERN  
LAKE SUPERIOR SANITARY DISTRICT

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Chair

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Secretary



EXHIBIT A

Declaration of Official Intent

The undersigned, being the duly appointed and acting Executive Director of the Sanitary Board of the Western Lake Superior Sanitary District, Carlton and St. Louis Counties Minnesota (the "Issuer"), pursuant to and for purposes of compliance with Treasury Regulations, Section 1.150-2 (the "Regulations"), under the Internal Revenue Code of 1986, as amended, hereby states and certifies on behalf of the Issuer as follows:

1. The undersigned has been and is on the date hereof duly authorized by the Sanitary Board to make and execute this Declaration of Official Intent (the "Declaration") for and on behalf of the Issuer.

2. This Declaration relates to the following project, property or program (the "Project") and the costs thereof to be financed:

Miscellaneous Gravity Interceptor Improvements (Lakeside)

3. The Issuer reasonably expects to reimburse itself for the payment of certain costs of the Project out of the proceeds of a bond issue or similar borrowing (the "Bonds") to be issued after the date of payment of such costs. As of the date hereof, the Issuer reasonably expects that \$4,055,000 is the maximum principal amount of the Bonds which will be issued to finance the Project.

4. Each expenditure to be reimbursed from the Bonds is or will be a capital expenditure or a cost of issuance, or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Regulations.

5. As of the date hereof, the statements and expectations contained in this Declaration are believed to be reasonable and accurate.

Date: March 20, 2024



Executive Director

SANITARY BOARD OF THE WESTERN LAKE  
SUPERIOR SANITARY DISTRICT

2626 Courtland Street  
Duluth, Minnesota 55806

RESOLUTION NO. 2024-05

RESOLUTION OF APPLICATION AND INTENT  
TO REIMBURSE EXPENDITURES

BE IT RESOLVED by the Sanitary Board (the “Board”) of the Western Lake Superior Sanitary District (the “District”) as follows.

Section 1. Recitals.

A. Pursuant to the authority of Resolution 07-11 Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code, the Executive Director executed a Declaration of Official Intent with respect to the Miscellaneous Forcemain Improvements and related improvements to the Board’s wastewater treatment facilities (the “Project”), a copy of which is attached hereto as Exhibit A.

B. The Board is applying to the Minnesota Public Facilities Authority (the “PFA”) for financial assistance to be used for the reimbursement and/or payment of the capital costs of the Project.

C. Based on information provided by the Board’s staff, the Board estimates that it will require financial assistance from the PFA in the maximum principal amount of \$4,800,000 in order to complete the Project.

Section 2. Finding. It is found and determined that the Board has the legal authority to apply for such financial assistance, and the institutional, managerial and financial capacity to ensure proper construction, operation, maintenance and replacement of the Project for its design life and repayment of the financial assistance.

Section 3. Evidence of Indebtedness. The financial assistance to be received from the PFA will be evidenced by one or more general obligation notes of the Board, the terms of which will be approved in a separate resolution of the Board.

Section 4. Authorization; Ratification.

A. The officers of the Board and its staff are authorized to take all actions and execute all documents and instruments necessary to apply to the PFA for financial assistance for the Project and such application and its submission to the PFA are approved.

B. The actions of the Executive Director, the Director of Finance, the Manager of Planning and Technical Services and the staff of the Board taken with respect to the preparation of the aforementioned application to the PFA are approved and ratified.

Dated March 25, 2024.

SANITARY BOARD OF THE WESTERN  
LAKE SUPERIOR SANITARY DISTRICT

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Chair

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Secretary

EXHIBIT A

Declaration of Official Intent

The undersigned, being the duly appointed and acting Executive Director of the Sanitary Board of the Western Lake Superior Sanitary District, Carlton and St. Louis Counties Minnesota (the "Issuer"), pursuant to and for purposes of compliance with Treasury Regulations, Section 1.150-2 (the "Regulations"), under the Internal Revenue Code of 1986, as amended, hereby states and certifies on behalf of the Issuer as follows:

1. The undersigned has been and is on the date hereof duly authorized by the Sanitary Board to make and execute this Declaration of Official Intent (the "Declaration") for and on behalf of the Issuer.

2. This Declaration relates to the following project, property or program (the "Project") and the costs thereof to be financed:

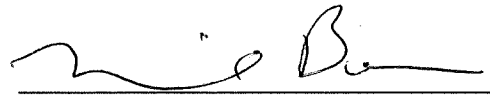
Miscellaneous Forcemain Improvements

3. The Issuer reasonably expects to reimburse itself for the payment of certain costs of the Project out of the proceeds of a bond issue or similar borrowing (the "Bonds") to be issued after the date of payment of such costs. As of the date hereof, the Issuer reasonably expects that \$4,800,000 is the maximum principal amount of the Bonds which will be issued to finance the Project.

4. Each expenditure to be reimbursed from the Bonds is or will be a capital expenditure or a cost of issuance, or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Regulations.

5. As of the date hereof, the statements and expectations contained in this Declaration are believed to be reasonable and accurate.

Date: March 20, 2024

  
Executive Director

## RESOLUTION NO. 24-06



**Resolution Determining that Sanitary Board Membership in Duluth, Hermantown, and Cloquet Chambers of Commerce is Necessary or Convenient to Discharge the Duties Imposed by Law Upon the Board and Authorization for the Payment of the Western Lake Superior Sanitary District 2024-2025 Chambers of Commerce Dues**

The Sanitary Board of the Western Lake Superior Sanitary District makes the following findings:

- 1) The Board has found, through experience, that education in addition to regulation is required in order for the programs of the Board to be effective.
- 2) That education on a peer basis is most effective.
- 3) That education is the least cost approach to compliance with Board programs because understanding that there is a rationale basis and need for the programs of the Board creates self regulation.
- 4) That self-regulation is the only practical way to gain compliance with some programs of the Board because surreptitious deposit of damaging material to the waste stream is difficult or impossible to track down.
- 5) That past membership in the Duluth, Hermantown and Cloquet Chambers of Commerce has permitted the Board to:
  - a) Overcome the stigma of governmental regulation by working with the business community on a peer or fellow member basis;
  - b) Have available a forum within which to present information to business operators concerning:
    - i. The importance of business place recycling;
    - ii. The importance of the Board's "zero" discharge program;
    - iii. The workings of the Board's "clean shop" program which encourages business to bring small quantities of hazardous business waste to the facilities of the Board for appropriate disposal;
    - iv. The importance of removing infiltration and inflow of clean water from the sanitary system in order to avoid sewer overflows into the bay of the St. Louis River and Lake Superior;
    - v. Explaining and instructing members of the business community on other programs of the Board in the field of wastewater and solid waste;
    - vi. Involving members of the business community in discharging the obligation of the Board to prepare comprehensive plans in the field of wastewater and solid waste.
    - vii. Garnering support from the business community for WLSSD's energy conservation and self-sufficiency vision and pursuit of funding.

- 6) Past membership in the Chambers of Commerce has also permitted the Sanitary Board to participate in the Chamber of Commerce Leadership Programs and in that fashion deliver educational programming to members of the business community who are, or will be, in leadership positions within the business community.
- 7) Past membership in the Chambers of Commerce has permitted the Sanitary Board to participate in Chamber legislative activities and permitted the Sanitary Board to gain community support for WLSSD’s legislative and bonding priorities.
- 8) Continued membership in the Duluth, Hermantown and Cloquet Chambers of Commerce is necessary or convenient to the Board in discharging its duties as imposed upon it by law.
- 9) That the expenditure of Board funds for membership in the Duluth, Hermantown and Cloquet Chambers of Commerce is a public purpose expenditure which will serve as a benefit to the community as a body and which, at the same time, is an expenditure directly related to the functions of the Board.

**THEREFORE**, the Sanitary Board authorizes payment of the following 2024-2025 Chamber of Commerce Dues:

Duluth Area Chamber of Commerce	\$1,436.00
Cloquet Area Chamber of Commerce	\$ 421.00
Hermantown Area Chamber of Commerce	<u>\$1,000.00</u>
Total 2024-2025 Chamber Dues	\$2,857.00

Dated this 25<sup>th</sup> day of March 2024.

SANITARY BOARD OF THE WESTERN  
LAKE SUPERIOR SANITARY DISTRICT

By \_\_\_\_\_  
Laura Ness, Chair

By \_\_\_\_\_  
Rob Schilling, Secretary

**WESTERN LAKE SUPERIOR SANITARY DISTRICT**

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



Clear Answers for Clean Water™

**MEMORANDUM**

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To: WLSSD Board

From: WLSSD Finance Committee

Date: April 24, 2024

Subject: Property Insurance Liability Coverage

As a requirement for our Property Insurance through the League of MN Cities Insurance Trust, the Board must annually elect whether to waive or not waive the monetary limits set by MN State Statutes.

Prior to bringing this to the Finance Committee, WLSSD staff consulted legal counsel. Under MN law, a governmental entity is protected by a limit on tort claims from injured claimants. The statute puts the limit at \$500,000 for any individual claim and a maximum of \$1.5 million for all claims arising from the same event. However, there is an exception that allows a claimant to claim more than the statutory limit if the government entity voluntarily purchases coverage above the amount of the exemption.

WLSSD has \$2 million in coverage, and thus claims are limited to that amount. WLSSD should elect not to waive the statutory limit. Essentially, WLSSD's policy is providing the coverage that could be needed to pay the claims under the statutory limit of government liability.

**The Finance Committee recommends that the WLSSD Board approve completing the Property Insurance Liability Coverage form by selecting DOES NOT WAIVE the statutory limits.**



### LIABILITY COVERAGE WAIVER FORM

**Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. [Email completed form to your city's underwriter, to pstech@lmc.org](mailto:pstech@lmc.org), or fax to 651.281.1298.**

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. *The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.* The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: Western Lake Superior Sanitary District

Check one:

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).


The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_



<b>WESTERN LAKE SUPERIOR SANITARY DISTRICT</b> 2626 Courtland Street Duluth, Minnesota 55806-1894 Phone: (218) 722-3336 FAX: (218) 727-7471 http://www.wlssd.com		 Clear Answers for Clean Water™
<b>MEMORANDUM</b>		
<b>To:</b>	WLSSD Board	
<b>From:</b>	WLSSD Personnel Committee	
<b>Date:</b>	April 24, 2024	
<b>Subject:</b>	<b>Lead Solid Waste Operator (formerly Senior Solid Waste Operator)</b>	

Attached to this memo you will find the proposed job description for Lead Solid Waste Operator. During this review, the title was changed from Senior Solid Waste Operator to Lead Solid Waste Operator to be consistent with corollary positions within the District. The Lead Solid Waste Operator job functions were updated to align with other, recently reviewed Lead positions (TPO, Facilities). There were also additions to the job functions to reflect increasingly responsible administrative duties performed in this role, as well as emphasis on the latitude for independent judgment. Equivalency language was added to the minimum qualifications, which is consistent with our practice moving forward. The requirement for a Class A CDL license was removed.

An analysis of the relative value of the proposed job description is based on the Job Match point system used by the State of Minnesota. This system is a structure on which to base compensation and is based on the premise that similarly-valued jobs should be compensated similarly. The job point system allows an agency to use a common value system and apply it to dissimilar jobs. I have attached a Hay Factor comparison chart for review. This chart shows the four elements that are evaluated during the above stated process: Know-How, Problem-Solving, Accountability and Special Conditions. A summary of these are as follows:

**Know-How**

The revised job description requires a bachelor's degree and two years' experience and possession or ability to obtain a Class B license with a hazardous materials endorsement and a compost operation certificate.

**Problem Solving and Accountability**

This position works under an assigned supervisor with considerable latitude for independent action and is responsible for the daily operation, maintenance and support of the solid waste facilities. There is a relatively high impact of decisions in this role.

### Special Conditions

The work environment and physical demands were updated to reflect those in similar positions within the District and using consistent language across job classifications.

	Old Job Description	Proposed Job Description
<b>Hay Factors</b>		
<b><u>Know-How</u></b>		
<ul style="list-style-type: none"><li>• <b>Technical knowledge</b></li></ul>	<ul style="list-style-type: none"><li>• Operates facility according to SOP's in compliance local, state and federal laws and permits</li><li>• Knowledge of motorized equipment</li></ul>	<ul style="list-style-type: none"><li>• Ensure standard operating procedures are being followed and all regulatory requirements are met</li><li>• HHW regulatory requirements</li><li>• Knowledge of MPCA permit requirements</li></ul>
<ul style="list-style-type: none"><li>• <b>Human relations skills</b></li></ul>	<ul style="list-style-type: none"><li>• Provide day-to-day direction and delegation of solid waste operations</li><li>• Effectively communicates with contractors, staff and the public</li><li>• Maintains effective working relationships with fellow employees, supervisors and the general public</li></ul>	<ul style="list-style-type: none"><li>• Interacts with external customers while managing projects</li><li>• Collaborates with Finance department</li><li>• Maintains effective working relationships with fellow employees, supervisors and the general public</li><li>• Possess strong communication and customer service skills</li></ul>
<ul style="list-style-type: none"><li>• <b>Managerial/Integrating skills</b></li></ul>	<ul style="list-style-type: none"><li>• Provides technical leadership and assists in day-to-day direction and delegation of SW operations</li><li>• Scheduling and assigning personnel</li><li>• Takes independent action to deal with emergency situations</li></ul>	<ul style="list-style-type: none"><li>• Provides technical leadership and assists in day-to-day direction and delegation of SW operations</li><li>• Directs operational solutions to solve problems and improve efficiency</li></ul>

<ul style="list-style-type: none"> <li>• <b>Tech skills</b></li> </ul>	<ul style="list-style-type: none"> <li>• Mechanical abilities; preventive maintenance skills</li> </ul>	<ul style="list-style-type: none"> <li>• Takes independent action to deal with emergency situations</li> <li>• Provides training to department personnel</li> <li>• Operates equipment</li> <li>• Performs service and preventive maintenance to equipment</li> </ul>
<p><b><u>Problem Solving</u></b></p> <ul style="list-style-type: none"> <li>• <b>The way in which the employee makes decisions and solves problems</b></li> <li>• <b>Degree in which they have to think on their own</b></li> </ul>	<ul style="list-style-type: none"> <li>• Under the supervision of an assigned supervisor</li> <li>• Performs designated tasks</li> <li>• Operates facility according to SOP's in compliance with local, state and federal laws and permits</li> <li>• Exercises considerable latitude and independent judgment in conducting the duties assigned</li> </ul>	<ul style="list-style-type: none"> <li>• With considerable latitude for independent action, is responsible for the operation, maintenance and support of the solid waste facilities</li> <li>• Directs operational solutions</li> <li>• Ability to troubleshoot and identify solutions to operational issues</li> </ul>
<p><b><u>Accountability</u></b></p> <ul style="list-style-type: none"> <li>• <b>Amount of responsibility for actions, the consequences and the measured effect of their job on the end result of the district</b></li> </ul>	<ul style="list-style-type: none"> <li>• Exercises considerable latitude and independent judgment in conducting the duties assigned</li> <li>• High impact of decisions</li> </ul>	<ul style="list-style-type: none"> <li>• With considerable latitude for independent action, is responsible for the operation, maintenance and support of the solid waste facilities</li> <li>• High impact of decisions</li> </ul>
<p><b><u>Special Conditions</u></b></p>	<ul style="list-style-type: none"> <li>• Ability to be mobile over a variety of steps, ramps, ladders and confined spaces</li> <li>• Possess physical strength and agility to perform regular lifting and moving of supplies and equipment</li> <li>• Capable of exerting pulling of force</li> <li>• Ability to frequently lift and/or move up to 50 lbs</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to be mobile over a variety of surfaces</li> <li>• Ability to work in a variety of weather conditions</li> <li>• Capable of walking, reaching, bending and the ability to stand, kneel, stoop and crouch for extended periods</li> <li>• Capable of exerting pushing and pulling force</li> </ul>

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|---|--|
| <ul style="list-style-type: none"> <li>• Exposed to fumes or toxic chemicals</li> <li>• Risk of electrical shock and vibration</li> </ul> | <ul style="list-style-type: none"> <li>• Ability to lift and carry up to 50 lbs; 75 lbs on occasion</li> <li>• Ability to work in confined spaces</li> <li>• Exposed to solid waste, fumes, gases, chemicals</li> <li>• Risk of electrical shock and vibration</li> <li>• Work along highways and in confined spaces</li> <li>• Work around loud noises and in remote areas</li> </ul> |
|---|--|

**MN State Job Match**

In the District’s current job description, the Lead Solid Waste Operator was compared to the Wastewater Plant Supervisor (60% of 291 pts), the Pollution Control Technician (25% of 182 pts) and the Transportation Generalist (15% of 180 pts) for a total of 248 pts. This classification is currently a grade 18, based on this points value.

During the most recent job review, the Lead Solid Waste Operator was compared to the Environmental Specialist 3 (60% of 342 pts), the Pollution Control Technician (20% of 182 pts) and the Heavy Equipment Operator (20% of 208 pts) for a total of 283 pts. This would place this classification at a grade 19.

As part of this review, an external market study was also conducted. Comparable wages in similar positions would support the Lead Solid Waste Operator position moving to a pay grade 19.

**The WLSSD Personnel Committee recommends that the WLSSD Board approve the proposed Lead Solid Waste Operator job description be placed at a pay grade 19. The Bargaining Unit will vote on this job description and pay grade in May. Should the Union approve these changes it is recommended that this updated job description and pay grade become effective the date of the WLSSD Board approval.**

## **SENIOR SOLID WASTE OPERATOR**

Final  
November 2008

### **DEFINITION**

Under the supervision of an assigned supervisor, performs work in the operation, maintenance and support of the solid waste programs. Provides technical leadership and assists in the day-to-day direction and delegation of solid waste operations, including equipment operation, coordination of maintenance, planning, working with the public, scheduling and assigning personnel, project management, contract management and development and performing related work as may be assigned. A Senior Solid Waste Operator performs the designated tasks assigned for the efficient and safe operation of the solid waste processing/collection facility; operates facility according to standard operating procedures in compliance with, local, state and federal laws and permits; reports problems and incidents as prescribed by departmental policies and procedures; exercises considerable latitude and independent judgment in conducting the duties assigned;

### **JOB FUNCTIONS**

- Performs or oversees the operation of solid waste program and day to day problem solving as needed
- Maintains day to day operations and job duties consistent with work team and individual goals
- Maintains scheduling, data tracking and management of solid waste operations
- Completes site inspections as required
- Takes independent action to deal with emergency situations, including all reporting and notification tasks consistent with adopted policies
- Assists supervisor in management of contracts
- Assists with capital and operational projects
- Maintains public awareness of District Solid Waste programs through communication with customers and contractors and reports customer feedback
- Fills in for solid waste personnel per Union Contract
- Operates forklifts, trucks, off road equipment and over-the-road vehicles as needed
- Ensures all assigned preventive maintenance and general maintenance work is accomplished
- Effectively communicates with contractors, staff and the public to provide information on solid waste programs and services
- Maintains effective working relationships with fellow employees, supervisors and the general public
- Completes MPCA training and updates as available and other training as deemed necessary by the supervisor

### **MINIMUM QUALIFICATIONS**

- Possess a bachelor's degree from an accredited college or university with a major in environmental science, biology, geology, chemistry, or a closely related field; and two (2) years experience in waste management, one (1) of which must be handling hazardous materials.
- Possess a State of Minnesota Class "B" Minnesota driver's license with hazardous material endorsement within six months. May be required to obtain a Class "A" CDL Minnesota driver's license if required within a specified period of time
- Obtain a compost certification within six (6) months and demonstrate the ability to use associated equipment as designated by WLSSD
- Obtain a minimum of a 24 hour HAZWOPER training within first six (6) months

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to locate and repair minor operational equipment deficiencies
- Knowledge of the operation of gas and diesel powered motorized equipment
- Possess good manipulative and mechanical abilities; ability to perform operator service and preventative maintenance to the equipment
- Possess project management skills including organizational and planning and the ability to solve operational issues.
- Ability to work in a safe and efficient manner
- Ability to establish and maintain effective working relationships with fellow employees and supervisors
- Ability to write clearly and effectively, and possess good verbal communication skills
- Ability to operate a cash register, charge account system, and related record keeping system, ability to accurately handle money, change and related deposit records.

## **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Be medically approved to wear an air purifying respirator.
- Ability to be mobile over a variety of steps, ramps, ladders and confined spaces
- Possess sufficient physical strength and agility to perform regular lifting and moving of supplies and equipment
- Capable of exerting pulling force upon machinery, equipment and valves; to reach overhead and bend over to operate levers and valves;
- Ability to frequently lift and/or move up to 50 pounds

## **WORK ENVIRONMENT**

The work environment described here are representative of those an employee encounters while performing the essential functions of this job.

- While performing the duties of this job, the employee may be exposed to fumes or airborne particles and toxic or caustic chemicals. The employee sometimes works near moving mechanical parts and is occasionally exposed to risk of electrical shock and vibration.



<b>Title:</b>	Lead Solid Waste Operator
<b>Reports To:</b>	Solid Waste Manager
<b>FLSA Status:</b>	Non-Exempt; Bargaining Unit position
<b>FTE, Shift &amp; Hours:</b>	1.0 FTE; 10-hour days, M-F (40 hours / week)
<b>Pay Grade:</b>	19

## DEFINITION

The Lead Solid Waste Operator reports to the Solid Waste Manager, or other assigned manager, and with considerable latitude for independent action, is responsible for the operation, maintenance and support of the solid waste facilities. The Lead Solid Waste Operator provides technical leadership and assists in the day-to-day direction and delegation of the solid waste operations to ensure standard operating procedures are being followed and all regulatory requirements are met. This work includes, but is not limited to: equipment operation, coordination of maintenance, planning, scheduling and assigning personnel. This position participates in a wide range of administrative duties and interacts with external customers while managing projects, contracts and other related work.

## JOB FUNCTIONS

- Provides a lead role for the solid waste operations to ensure adherence with standard operating procedures and regulatory compliance
- Identifies means and methods to improve operational efficiency
- Maintains department schedules
- Provides coverage to support daily activities as needed
- Takes independent action to deal with emergency situations and follows notification procedures consistent with adopted policies
- Reviews accuracy of various program invoices and reports
- Assists participating Household Hazardous Waste (HHW) facilities with regulatory requirements
- Completes various solid waste annual reports for MPCA-permitted facilities
- Helps ensure program invoices are accurate
- Collaborates with finance department to maintain accurate expense and revenue budgets
- Creates and approves purchasing orders and invoices in Financial & Supply Management System
- Creates and manages work order requests and orders in EAM system
- Assists manager in oversight of contracts and projects
- Solicits bids and quotes in support of projects, repairs, and capital spending efforts
- Procures equipment, supplies, parts and services to maintain solid waste operations
- Operates forklifts, trucks, off-road equipment and over-the-road vehicles as needed
- Ensures all assigned preventive maintenance and general maintenance work is accomplished



- Develops and updates standard operating procedures (SOP's) to meet changing conditions
- Maintains a constant awareness of safe work practices and ensures compliance with the District Safety Program and procedures
- Attends in-service training when required; assists in the training and guidance of other operators and staff by providing on-the-job training, general instruction and specific training as required
- Maintains required certifications
- Performs related duties as assigned

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- Possess a bachelor's degree from an accredited college or university with a major in environmental science, biology, geology, chemistry, or a closely related field; AND
- Two (2) years' experience in waste management, one (1) of which must be handling hazardous materials
- An equivalent combination of education and experience may also be considered

### **Licenses and Certifications**

- Possess a State of Minnesota Class "B" Minnesota driver's license with hazardous material endorsement or obtain within nine months
- Obtain Compost Operator certification within a specified period of time as determined by availability of training
- Obtain a minimum of a 24-hour HAZWOPER training within a specified period of time as determined by availability of training

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of and ability to use relevant software systems
- Skilled in customer service practices and communication methods
- Ability to troubleshoot and/or repair minor operational equipment deficiencies
- Ability to safely operate heavy equipment
- Knowledge of equipment, facilities, materials, methods and procedures used in maintenance activities
- Knowledge of and ability to plan, coordinate and implement projects involving contractors and other work areas
- Knowledge of and ability to respond to emergency conditions and develop appropriate course of action
- Ability to provide clear direction to solid waste and maintenance personnel to effectively achieve goals and objectives
- Ability to work in a safe and efficient manner
- Ability to work independently and as part of a team

- Ability to establish and maintain effective working relationships with internal and external stakeholders
- Ability to communicate to groups and individuals, both verbally and in writing, and accurately and concisely prepare instruction, data and reports
- Ability to operate cash, credit card and charge account systems

### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to be mobile over a wide variety of structures and surfaces including ladders, ramps, steep terrain, outdoor areas in all weather conditions
- Capable of walking, reaching, bending and the ability to stand, kneel, stoop and crouch for extended periods
- Capable of exerting pushing and pulling force upon machinery and equipment; to reach overhead and bend over to lift and move objects
- Ability to lift and carry supplies and equipment up to 50 pounds, and occasionally carry up to 75 pounds
- Ability to work in confined spaces
- Medically able to wear an air purifying respirator

### **WORK ENVIRONMENT**

The work environment described herein is representative of that which an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee may be exposed to the following:

- Solid waste, fumes, gases or airborne particles and toxic or chemicals
- Moving mechanical equipment and the potential risk of electrical shock and vibration
- Work along highways and right of ways and in confined spaces and equipment
- Loud noise, indoor and outdoor conditions, including all weather conditions and in remote areas

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Clear Answers for Clean Water™

**MEMORANDUM**

<b>To:</b>	WLSSD Board
<b>From:</b>	WLSSD Personnel Committee
<b>Date:</b>	April 24, 2024
<b>Subject:</b>	<b>Lead Biosolids Operator</b>

Attached to this memo you will find the proposed job description for Lead Biosolids Operator. During this review, the Lead Biosolids Operator job functions were updated to align with other, recently reviewed Lead positions (TPO, Facilities). Functions were added to account for purchasing and permitting responsibilities, regulatory training and managing GIS and ancillary systems. Minimum qualifications were updated to include equivalency language. A Class A CDL license was added to the requirements; a Class B Wastewater Operator certification was replaced with a Class D. Related mine safety certifications were also added.

An analysis of the relative value of the proposed job description is based on the Job Match point system used by the State of Minnesota. This system is a structure on which to base compensation and is based on the premise that similarly-valued jobs should be compensated similarly. The job point system allows an agency to use a common value system and apply it to dissimilar jobs. I have attached a Hay Factor comparison chart for review. This chart shows the four elements that are evaluated during the above stated process: Know-How, Problem-Solving, Accountability and Special Conditions. A summary of these are as follows:

**Know-How**

The revised job description requires 5 years' experience in a wastewater treatment plant, or a bachelor's degree + 2 years' relevant experience. A Type IV Land Application certificate is required, as well as a Class A CDL and Class D Wastewater Operator Certificate.

**Problem Solving and Accountability**

This position works under an assigned supervisor with considerable latitude for independent action and is responsible for the daily direction of the Biosolids / Land Application program. This position provides leadership for the team and actively participates in problem solving and decision making, with a relatively high impact of decisions.

**Special Conditions**

The work environment and physical demands were updated to reflect those in similar positions within the District and using consistent language across job classifications.

	Old Job Description	Proposed Job Description
<b>Hay Factors</b>		
<b><u>Know-How</u></b>		
<ul style="list-style-type: none"> <li>• <b>Technical knowledge</b></li> </ul>	<ul style="list-style-type: none"> <li>• Equipment operation, coordination of maintenance</li> <li>• Operation of program meets permit conditions</li> <li>• Troubleshoots equipment and process problems and implements operational solutions</li> <li>• Utilizes technology to improve efficiency and reliability of biosolids program</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment operation, coordination of maintenance</li> <li>• Operation of program meets permit conditions</li> <li>• Identifies means and methods to improve program performance and economy</li> <li>• DOT compliance</li> <li>• Troubleshoots equipment and process problems and implements operational solutions</li> <li>• Utilizes technology to improve efficiency and reliability of biosolids program</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Human relations skills</b></li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for scheduling operators and assigns staff</li> <li>• Coordinates and schedules distribution of biosolids with farmer</li> <li>• Works collaboratively with extension services, township officials, public work depts and the public</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for scheduling operators and assigns staff</li> <li>• Coordinates and schedules distribution of biosolids with farmer</li> <li>• Works collaboratively with extension services, township officials, public work depts and the public</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Managerial/Integrating skills</b></li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for daily direction of Biosolids / Land App program</li> <li>• Performs lead role to ensure departmental goals and established standards are consistently met</li> <li>• Assists in capital improvement project</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for daily direction of Biosolids / Land App program</li> <li>• Provides leadership and stresses the importance of strategies, goals and objectives; provides clear direction to land application operators and</li> </ul>

<ul style="list-style-type: none"> <li>• <b>Tech skills</b></li> </ul>	<p>and short and long range planning decisions</p> <ul style="list-style-type: none"> <li>• Troubleshoots equipment and process problems and implements operational solutions</li> <li>• Ability to operate and troubleshoot mechanical, electrical and instrumentation systems</li> <li>• Ability to operate and maintain heavy equipment, farm machinery, GPS and tools</li> </ul>	<p>actively participates in problem solving and decision making</p> <ul style="list-style-type: none"> <li>• Performs lead role to ensure that departmental goals and established standards are consistently met</li> <li>• Troubleshoots equipment and process problems and implements operational solutions</li> <li>• Ability to operate and troubleshoot mechanical, electrical and instrumentation systems</li> <li>• Ability to operate and maintain heavy equipment, farm machinery, GPS and tools</li> </ul>
<p><b><u>Problem Solving</u></b></p> <ul style="list-style-type: none"> <li>• <b>The way in which the employee makes decisions and solves problems</b></li> <li>• <b>Degree in which they have to think on their own</b></li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for the daily direction of the Biosolids / Land App program</li> <li>• Performs duties with considerable latitude for independent action</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for the daily direction of the Biosolids / Land App program</li> <li>• Performs duties with considerable latitude for independent action</li> <li>• Provide leadership and clear direction; actively participate in problem solving and decision making</li> </ul>
<p><b><u>Accountability</u></b></p> <ul style="list-style-type: none"> <li>• <b>Amount of responsibility for actions, the consequences and the measured effect of their job on the end result of the district</b></li> </ul>	<ul style="list-style-type: none"> <li>• Considerable latitude and independent judgment</li> <li>• High impact of decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Considerable latitude for independent action, is responsible for daily direction of the Biosolids / Land App program</li> <li>• High impact of decisions</li> </ul>
<p><b><u>Special Conditions</u></b></p>	<ul style="list-style-type: none"> <li>• Ability to be mobile over a variety of steps, ramps, ladders and confined spaces</li> <li>• Possess physical strength and agility to perform regular lifting</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to be mobile over a variety of surfaces</li> <li>• Ability to work in a variety of weather conditions</li> <li>• Capable of walking, reaching, bending and the ability to stand, kneel,</li> </ul>

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| <ul style="list-style-type: none"> <li>and moving of supplies and equipment</li> <li>• Capable of exerting pulling of force</li> <li>• Ability to frequently lift and/or move up to 50 lbs</li> <li>• Exposed to fumes or toxic chemicals</li> <li>• Risk of electrical shock and vibration</li> </ul> | <ul style="list-style-type: none"> <li>stoop and crouch for extended periods</li> <li>• Capable of exerting pushing and pulling force</li> <li>• Ability to lift and carry up to 50 lbs; 75 lbs on occasion</li> <li>• Ability to work in confined spaces</li> <li>• Exposed to solid waste, fumes, gases, chemicals</li> <li>• Risk of electrical shock and vibration</li> <li>• Work along highways and in confined spaces</li> <li>• Work around loud noises and in remote areas</li> </ul> |
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### **MN State Job Match**

In the District's current job description, the Lead Biosolids Operator was compared to the Environmental Specialist (75% of 275 pts), the Wastewater Operator (20% of 171 pts) and the Environmental Specialist 3 (10% of 342 pts) for a total of 261 pts. This points value placed the classification at a grade 18.

During the most recent job review, the Lead Biosolids Operator was compared to the Agricultural Advisor (60% of 342 pts), the Water/Wastewater Plant Operator (20% of 171 pts) and the Heavy Equipment Operator (20% of 208 pts) for a total of 281 pts. This would place the updated job classification at a grade 19.

As part of this review, an external market study was also conducted. Comparable wages in similar positions would support the Lead Biosolids Operator position moving to a pay grade 19.

**The WLSSD Personnel Committee recommend the WLSSD Board approve the proposed Lead Biosolids Operator job description be placed at a pay grade 19. The Bargaining Unit will vote on this job description and pay grade in May. Should the Union approve these changes it is recommended that this updated job description and pay grade become effective the date of the WLSSD Board approval.**

## **LEAD BIOSOLIDS OPERATOR**

Approved: 10/2015

### **DEFINITION**

The Lead Biosolids Operator reports to the Operations and Maintenance Supervisor - Biosolids, or an assigned Supervisor, and is responsible for the daily direction of the Biosolids/Land Application program. The Lead Biosolids Operator performs duties with considerable latitude for independent action. The work involves assisting in the day-to-day direction and operation of the biosolids program, including equipment operation, coordination of maintenance, planning, scheduling and assigning personnel and performing related work as assigned.

### **JOB FUNCTIONS**

The Lead Biosolids Operator performs the duties and tasks determined by the assigned supervisor as follows:

- Provides a lead role for the day-to-day direction and operation of the biosolids program to efficiently meet current permit conditions
- Identifies the means and methods to improve both program performance and economy
- Performs lead role to ensure that departmental goals and established standards are consistently met
- Assists in the long range operational and maintenance planning, implements short and long range planning decisions
- Participates in the design of capital project improvements/replacements to the biosolids equipment
- Troubleshoots equipment and process problems, and implements operational solutions
- Evaluates and makes plans to optimize department performance
- Responsible for the scheduling of department operators and assigns the necessary staff to accomplish day to day work and projects
- Prioritizes and plans the maintenance needs of the work area ensuring that operational assistance is provided to maintenance personnel and contractors
- Utilizes technology to improve the efficiency and reliability of the biosolids program
- Identify and procure supplies, spare parts and equipment necessary to maintain an effective biosolids program following purchasing policy
- Develop and update standard operating procedures to meet changing conditions at WLSSD
- Monitors and reports to the supervisor on departmental operation, staff and regulatory compliance
- Coordinates and schedules the distribution of biosolids with the farmer, assuring proper application rates are used, utilizing an extensive data base for managing the records for scheduling, reporting assuring the accuracy of the data reported and assures regulatory compliance for all scheduled sites
- Works collaboratively with various extension services, township officials, public work departments and the public
- Coordinates and schedules soil sampling, delineation and mapping of fields assuring accuracy and, provide associated paperwork to land application operators, assuring proper methods are used to maintain permit compliance
- Attends in-service training as required
- Provides coverage in the biosolids department to support daily activities as needed
- Performs related duties as assigned

### **MINIMUM QUALIFICATIONS**

- Possess a minimum of five years of experience in the operation of a wastewater treatment plant or a directly related field; or graduation from an accredited four-year college or university with major coursework in agriculture, horticulture, natural resources or directly related field and 2 years directly related experience.
- Possess either a Class B Wastewater Treatment Operator's Certificate (or obtain within 9 months of hire) or a degree in agriculture, horticulture, natural resources or related field.
- Possess a State of Minnesota Type IV Land Application Certificate
- Possess a valid Minnesota Class D driver's license.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Provide leadership and stresses the importance of strategies, goals, and objectives, and can provide clear direction to land application operators and actively participates in problem solving and decision making
- Ability to organize, plan and prioritize the land application initiatives and give direction to achieve those initiatives through assignments and cross functional partnerships
- Ability to communicate to groups and individuals, both verbally and in writing, and can accurately and concisely prepare instruction, data and reports
- Considerable knowledge and the ability to operate and maintain heavy equipment, farm machinery, GPS and tools related to a biosolids program
- Knowledge and ability to implement safe work practices and procedures including: MSHA, working with heavy equipment and Highway Safety Standards, Confined Space Entry and Energy Control Procedures
- Knowledge and ability to use computerized systems for: database operation, historical data tracking, maintenance management systems, ARC GIS, spreadsheet and word processing software
- Ability to operate, and troubleshoot mechanical, electrical and instrumentation systems
- Ability to read plans and specifications
- Knowledge of soil sampling procedures and parameters
- Knowledge and ability to plan, coordinate and implement projects involving contractors and other work areas with multiple locations
- Knowledge and ability to respond to emergency conditions and develop appropriate course of action
- Ability to explain and demonstrate to public and regulators actions taken to remediate concerns having to do with biosolids
- Ability to physically wear an air purifying respirator

### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to be mobile over a wide variety of structures and surfaces including ladders, ramps, steep terrain, outdoor areas in all weather conditions
- Capable of walking, reaching, bending and the ability to stand, kneel, stoop and crouch for extended periods
- Ability to lift and carry supplies and equipment up to 50 pounds, and occasionally carry up to 75 pounds
- Ability to work in confined spaces

### **WORK ENVIRONMENT**



The work environment described here are representative of those an employee encounters while performing the essential functions of this job.

- While performing the duties of this job, the employee will be exposed to wastewater, fumes, gasses, oils, greases, fuel and biosolids. The employee works near moving mechanical parts and occasionally exposed to the risk of electrical shock and vibration. This job requires work along highways and right of ways and in confined spaces and around farm animals and equipment. This work involves loud noise, indoor and outdoor conditions, including all weather conditions and working in remote areas.



<b>Title:</b>	Lead Biosolids Operator
<b>Reports To:</b>	Clean Water and Reuse Manager
<b>FLSA Status:</b>	Non-Exempt; Bargaining Unit position
<b>FTE, Shift &amp; Hours:</b>	1.0 FTE; 10 hour days, M-F (40 hours / week)
<b>Pay Grade:</b>	19

## DEFINITION

The Lead Biosolids Operator reports to the Clean Water and Reuse Manager, or other assigned supervisor and, with considerable latitude for independent action, is responsible for the daily direction of the Biosolids/Land Application program. The work involves assisting in the day-to-day direction and operation of the biosolids program, including equipment operation, coordination of maintenance, planning, scheduling, and assigning personnel and performing related work as assigned.

## JOB FUNCTIONS

- Provides a lead role for the day-to-day direction and operation of the biosolids program to efficiently meet current permit conditions
- Provides leadership and stresses the importance of strategies, goals and objectives, provides clear direction to land application operators and actively participates in problem solving and decision making
- Identifies the means and methods to improve both program performance and economy
- Performs lead role to ensure that departmental goals and established standards are consistently met
- Assists in long range operational and maintenance planning and implements short- and long-range planning decisions
- Participates in the design of capital project improvements/replacements to the biosolids equipment
- Ensures Department of Transportation (DOT) compliance by purchasing and maintaining all required permitting
- Troubleshoots equipment and process problems and implements operational solutions
- Evaluates and makes plans to optimize department performance
- Responsible for the scheduling of department operators and assigns the necessary staff to accomplish day-to-day work and projects
- Prioritizes and plans the maintenance needs of the work area ensuring that operational assistance is provided to maintenance personnel and contractors
- Utilizes technology to improve the efficiency and reliability of the biosolids program
- In accordance with purchasing policy, identifies and procures supplies, spare parts and equipment necessary to maintain an effective biosolids program
- Creates and approves purchasing orders and invoices in Financial & Supply Management System
- Creates and manages work order requests and orders in EAM system
- Manages and maintains the GIS system, including: creating of hard copy and electronic maps; running GIS models with computer software to ensure regulations are followed; updating online applications; utilizing GPS equipment and software for mapping
- Develops and updates standard operating procedures (SOP's) to meet changing conditions

- Monitors and reports to the manager on departmental operation, staff and regulatory compliance
- Coordinates and schedules the distribution of biosolids with farmers ensuring proper application rates are used; utilizes an extensive database for managing the records for scheduling and reporting; ensures accuracy of the data reported; and, ensures regulatory compliance for all scheduled sites
- Works collaboratively with various extension services, township officials, public work departments and the public
- Coordinates and schedules soil sampling, delineation and mapping of fields assuring accuracy, and provides associated paperwork to land application operators, assuring proper methods are used to maintain permit compliance
- Attends in-service training when required; assists in the training and guidance of other operators and staff by providing on-the-job training, general instruction and specific training as required
- Provides coverage in the biosolids department to support daily activities as needed
- Maintains required certifications
- Performs related duties as assigned

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- Possess a minimum of five (5) years' experience in the operation of a wastewater treatment plant or a directly related field OR
- Graduation from an accredited four-year college or university with major coursework in agriculture, horticulture, natural resources or directly related field; AND
- Two (2) years' directly related experience
- An equivalent combination of education and experience may also be considered

### **Licenses and Certifications**

- Possess a State of Minnesota Type IV Land Application Certificate
- Possess a Class "A" Commercial Driver's License (CDL) or acquire within 9 months
- Ability to obtain MPCA Class "D" Wastewater license within 18 months of hire
- Ability to obtain mine safety certifications as required

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to organize, plan and prioritize the land application initiatives and give direction to achieve those initiatives through assignments and cross functional partnerships
- Ability to communicate to groups and individuals, both verbally and in writing, and can accurately and concisely prepare instruction, data and reports

- Considerable knowledge and the ability to operate and maintain heavy equipment, farm machinery, GPS and tools related to a biosolids program
- Knowledge and ability to implement safe work practices and procedures including: MSHA, working with heavy equipment and Highway Safety Standards, Confined Space Entry and Energy Control Procedures
- Knowledge and ability to use computerized systems for: database operation, historical data tracking, maintenance management systems, GIS, spreadsheet and word processing software
- Ability to operate and troubleshoot mechanical, electrical and instrumentation systems
- Ability to read plans and specifications
- Knowledge of soil sampling procedures and parameters
- Knowledge and ability to plan, coordinate and implement projects involving contractors and other work areas with multiple locations
- Knowledge and ability to respond to emergency conditions and develop appropriate course of action
- Ability to explain and demonstrate to public and regulate actions taken to remediate concerns having to do with biosolids

### **PHYSICAL DEMANDS**


The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to be mobile over a wide variety of structures and surfaces including ladders, ramps, steep terrain and outdoor areas in all weather conditions
- Capable of walking, reaching, bending and the ability to stand, kneel, stoop and crouch for extended periods
- Capable of exerting pushing and pulling force upon machinery and equipment; to reach overhead and bend over to lift and move objects
- Ability to lift and carry supplies and equipment up to 50 pounds, and occasionally carry up to 75 pounds
- Ability to work in confined spaces
- Medically able to wear an air purifying respirator

### **WORK ENVIRONMENT**

The work environment described herein is representative of that which an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee may be exposed to the following:

- Wastewater, fumes, gases, oils, greases, airborne particulates, fuel and biosolids
- Moving mechanical equipment and occasionally exposed to the risk of electrical shock and vibration
- Work along highways and right of ways and in confined spaces and around farm animals and equipment
- Loud noise, indoor and outdoor conditions, including all weather conditions and working in remote area

<b>WESTERN LAKE SUPERIOR SANITARY DISTRICT</b> 2626 Courtland Street Duluth, Minnesota 55806-1894 Phone: (218) 722-3336 FAX: (218) 727-7471 http://www.wlssd.com		 Clear Answers for Clean Water™
<b>MEMORANDUM</b>		
<b>To:</b>	WLSSD Board	
<b>From:</b>	WLSSD Personnel Committee	
<b>Date:</b>	April 24, 2024	
<b>Subject:</b>	Lead Collection System Operator	

Attached to this memo you will find the proposed, updated job description for the Lead Collection System Operator. In this review, the job description was updated to mirror the Lead Treatment Plant Operator in job functions, leadership and format, as these jobs are parallel. Emphasis was added on providing area leadership, ensuring strategies and goals are consistently met, and providing overall direction for the collection system. Minimum qualifications were also updated to mirror the Lead TPO.

An analysis of the relative value of the proposed job description is based on the Job Match point system used by the State of Minnesota. This system is a structure on which to base compensation and is based on the premise that similarly-valued jobs should be compensated similarly. The job point system allows an agency to use a common value system and apply it to dissimilar jobs. I have attached a Hay Factor comparison chart for review. This chart shows the four elements that are evaluated during the above stated process: Know-How, Problem-Solving, Accountability and Special Conditions. A summary of these are as follows:

**Know-How**

The job classification is responsible for evaluating and implementing solutions to optimize performance and process control of the collection system. This position provides overall direction of collection system operators and acts a technical expert in the area.

**Problem Solving and Accountability**

This position works under the direction of the area manager, but has considerable latitude for independent action.

**Special Conditions**

The work environment and physical demands were updated to reflect those in similar positions within the District and using consistent language across job classifications.

	Old Job Description	Proposed Job Description
<b>Hay Factors</b>		
<b><u>Know-How</u></b>		
<ul style="list-style-type: none"> <li>• <b>Technical knowledge</b></li> </ul>	<ul style="list-style-type: none"> <li>• Troubleshoots equipment and process problems and implements operational solutions</li> <li>• Evaluates and makes plans to optimize performance</li> <li>• Participates in design of capital project improvements</li> <li>• Utilizes technology to improve efficiency and reliability</li> </ul>	<ul style="list-style-type: none"> <li>• Troubleshoots equipment and process problems and implements operational solutions</li> <li>• Evaluates and makes plans to optimize performance</li> <li>• Engage in design of capital project improvements and lead project responsibilities during construction</li> <li>• Utilize emergency technology to improve efficient and reliability</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Human relations skills</b></li> </ul>	<ul style="list-style-type: none"> <li>• Provides lead role for the day-to-day direction of collection system</li> <li>• Assigns staff to accomplish projects</li> </ul>	<ul style="list-style-type: none"> <li>• Provides leadership of collection system ops while ensuring strategies, goals and objectives are consistently met</li> <li>• Provides clear direction to collections system</li> <li>• Coordinates necessary staff to accomplish projects</li> <li>• Engage public, emergency response agencies and utilities for routine and emergency situations</li> <li>• Trains other operators</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Managerial/Integrating skills</b></li> </ul>	<ul style="list-style-type: none"> <li>• Has overall responsibility for operation of collection system</li> </ul>	<ul style="list-style-type: none"> <li>• Is responsible for daily operation of collection system; daily direction and process control including equipment operation, coordination of maintenance, planning,</li> </ul>

<ul style="list-style-type: none"> <li>• <b>Tech skills</b></li> </ul>	<ul style="list-style-type: none"> <li>• Day-to-day direction and process control of the collection system, including equipment operation, coordination of maintenance, planning, scheduling and assigning personnel</li> <li>• Provides operational oversight during emergencies</li> <li>• Ability to operate and troubleshoot mechanical, electrical and instrumentation systems</li> <li>• Ability to use SCADA</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• scheduling and assigning personnel</li> <li>• Provides a lead role for the daily direction and process control of the collection system to meet permit conditions</li> <li>• Serves as incident commander and provides operational oversight during emergencies</li> <li>• Ability to operate and troubleshoot mechanical, electrical and instrumentation systems</li> <li>• Ability to use SCADA</li> </ul>
<p><b><u>Problem Solving</u></b></p> <ul style="list-style-type: none"> <li>• <b>The way in which the employee makes decisions and solves problems</b></li> <li>• <b>Degree in which they have to think on their own</b></li> </ul>	<ul style="list-style-type: none"> <li>• Works under direction of department manager</li> <li>• Has considerable latitude for independent action</li> <li>• Day-to-day direction of a team and overall responsibility for collection system</li> </ul>	<ul style="list-style-type: none"> <li>• Works under direction of department manager</li> <li>• Has considerable latitude for independent action</li> <li>• Day-to-day direction of a team and overall responsibility for collection system</li> <li>• Provides clear direction to operators and actively participates in problem solving and decision making</li> </ul>
<p><b><u>Accountability</u></b></p> <ul style="list-style-type: none"> <li>• <b>Amount of responsibility for actions, the consequences and the measured effect of their job on the end result of the district</b></li> </ul>	<ul style="list-style-type: none"> <li>• Works under direction of assigned supervisor with considerable latitude for independent action</li> <li>• High impact of decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Works under direction of assigned supervisor with considerable latitude for independent action</li> <li>• High impact of decisions</li> </ul>
<p><b><u>Special Conditions</u></b></p>	<ul style="list-style-type: none"> <li>• Exposed to wastewater, fumes, gases and airborne particles and</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to be mobile over a variety of surfaces</li> </ul>

toxic or caustic chemicals

- Works near moving mechanical parts and occasionally exposed to risk of electrical shock and vibration
  - Works along highways and right of ways and in confined spaces
  - Loud noise, indoor and outdoor conditions
- Capable of walking, reaching, bending and the ability to stand, kneel, stoop and crouch for extended periods
  - Capable of exerting pushing and pulling force
  - Ability to lift and carry up to 50 lbs; 75 lbs on occasion
  - Ability to shovel material and operate high pressure water hoses
  - Medically able to wear an air purifying respirator
  - Ability to work shift work
  - Ability to work in confined spaces
  - Exposed to wastewater, fumes, gases or airborne particles and toxic and caustic chemicals
  - Work around moving mechanical parts and potential risk of electrical shock
  - Loud noise and varying work environments
  - Highway and right-of-way hazards and rough terrain, open excavations and trenches

### **MN State Job Match**

In the District's current job description, the Lead Collection System Operator was compared to the Utilities Superintendent (10% of 353 pts), the Wastewater Plant Operator (20% of 174 pts) and the Wastewater Plant Supervisor (70% of 294 pts) for a total of 273 pts. This placed the Lead Collection System Operator at a grade 19.

During the most recent job review, the Lead Collection System was compared to the Wastewater Plant Supervisor (50% of 291 pts) and the Utilities Superintendent (50% of 353 pts) for a total of 322 pts. This would place the updated classification at a grade 20.



As part of this review, internal and external data was evaluated to determine equity. Both external market data and internal comparable jobs support this position being placed at a grade 20.

**The Personnel Committee recommends that the WLSSD Board approve the proposed Lead Collection System Operator job description be placed at a pay grade 20. The Bargaining Unit will vote on this job description and pay grade in May. Should the Union approve these changes it is recommended that this updated job description and pay grade become effective the date of the WLSSD Board approval.**

## **LEAD COLLECTION SYSTEM OPERATOR**

Approved: 02/2016

### **DEFINITION**

The Lead Collection System Operator reports to the Manager of Operations and Maintenance or an assigned Supervisor and has overall responsibility for the operation of the Collection System. The Lead Collection System Operator performs duties with considerable latitude for independent action. The work involves the day-to-day direction and process control of the Collection System, including equipment operation, coordination of maintenance, planning, scheduling and assigning personnel and performing related work as scheduled.

### **JOB FUNCTIONS**

The Lead Collection System Operator performs the duties and tasks determined by the assigned supervisor as follows:

- Provides a lead role for the day-to-day direction and process control of the Collection System to efficiently meet permit conditions
- Responsible for the schedule of the collection system operators and assigns the necessary staff to accomplish projects
- Troubleshoots equipment and process problems, and implements operational solutions
- Prioritizes and plans the maintenance needs of the work area ensuring that operational assistance is provided to maintenance personnel and contractors
- Evaluates and makes plans to optimize process performance including changes to process control parameters and modifying process equipment to address deficiencies
- Identifies the means and methods to improve both facility performance and economy
- Performs lead role to ensure that departmental goals and established standards are consistently met
- Participates in the design of capital project improvements to the collections system and carries out operational project responsibilities during construction
- Assists in the long range operational and maintenance planning, implements short and long range planning decisions
- Identify and procure supplies, spare parts and equipment necessary to maintain an effective collection system operation
- Develop and update standard operating procedures to meet changing conditions at WLSSD
- Monitors and reports to the supervisor on departmental operation, staff and regulatory compliance
- Provides operational oversight and control during emergencies, such as wastewater releases, pipeline failures, pump station failures, etc., including coordination of emergency response by contractors and District staff, following established procedures for flow control, spill recovery, reporting and remediation
- Utilizes technology to improve the efficiency and reliability of the Collection System
- Attends in-service training as required
- Provides coverage in the Collection System to support daily activities as needed
- Performs related duties as assigned

## **MINIMUM QUALIFICATIONS**

- Possess a minimum of 7 years of experience in the operation of the WLSSD collection system or a combination of 10 years of experience in the operation of a large wastewater treatment plant or large collection system and formal wastewater education or university education in a directly related field.
- Possess a Minnesota Class B Wastewater Treatment Operator's Certificate or SB Certificate. A Minnesota Class A certificate is desirable.
- Possess a valid Minnesota Class D driver's license.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Provide leadership and stresses the importance of strategies, goals, and objectives, and can provide clear direction to collection system operators and actively participates in problem solving and decision making.
- Ability to organize, plan and prioritize collection system initiatives and give direction to achieve those initiatives through assignments and cross functional partnerships.
- Ability to communicate to groups and individuals, both verbally and in writing, and can accurately and concisely prepare instruction, data and reports.
- Considerable knowledge of the operation and maintenance of wastewater pumps, machinery and tools related to a collection system
- Knowledge and ability to implement safe work practices and procedures including: Confined Space Entry, Energy Control Procedures and Highway Safety Standards
- Knowledge and ability to use computerized systems for collection system operation: (SCADA), historical data tracking, maintenance management systems, spreadsheet and word processing software
- Ability to operate, and troubleshoot mechanical, electrical and instrumentation systems
- Ability to read plans and specifications
- Ability to operate portable pumps, generators, and right of way clearing equipment
- Knowledge of the utility location procedures for Gopher One locates
- Knowledge and ability to plan, coordinate and implement projects involving contractors and other work areas with multiple locations
- Knowledge and ability to respond to emergency conditions and develop appropriate course of action
- Ability to explain and demonstrate to public actions taken to remediate concerns within the collection system
- Ability to physically wear an air purifying respirator

## **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to be mobile over a wide variety of structures and surfaces including ladders, ramps, steep terrain, outdoor areas in all weather conditions
- Capable of walking, reaching, bending and the ability to stand, kneel, stoop and crouch for extended periods

- Ability to lift and carry supplies and equipment up to 50 pounds, and occasionally carry up to 75 pounds
- Ability to work in confined spaces
- Be medically approved to wear an air purifying respirator

### **WORK ENVIRONMENT**

The work environment described here are representative of those an employee encounters while performing the essential functions of this job.

- While performing the duties of this job, the employee will be exposed to wastewater, fumes, gases, and airborne particles and toxic or caustic chemicals. The employee works near moving mechanical parts and occasionally exposed to the risk of electrical shock and vibration. This job requires work along highways and right of ways and in confined spaces. This work involves loud noise, indoor and outdoor conditions, including all weather conditions.



<b>Title:</b>	Lead Collection System Operator
<b>Reports To:</b>	Clean Water and Reuse Manager
<b>FLSA Status:</b>	Non-Exempt; Bargaining Unit position
<b>FTE, Shift &amp; Hours:</b>	1.0 FTE; 10 hour days, M-F (40 hours / week)
<b>Pay Grade:</b>	20

## DEFINITION

The Lead Collection System Operator reports to the Clean Water and Reuse Manager or other assigned manager and, with considerable latitude for independent action, is responsible for the daily operation of the collection system. The work involves the daily direction and process control of the collection system, including equipment operation, coordination of maintenance, planning, scheduling and assigning personnel and performing related work as assigned.

## JOB FUNCTIONS

- Provide leadership of collection system operations, while ensuring strategies, goals and objectives are consistently met; provide clear direction to collection system operators and actively participate in problem solving and decision making
- Provide a lead role for the daily direction and process control of the collection system to efficiently meet permit conditions
- Schedule the Collection System Operators and coordinate necessary staff to accomplish projects
- Engage in the design of capital project improvements to the collection system and lead operational project responsibilities during construction
- Troubleshoot equipment and process problems, and implement operational solutions
- Identify and procure supplies, spare parts and equipment necessary to maintain an effective collection system operation
- Prioritize and plan the maintenance needs within the collection system ensuring that operational assistance is provided to maintenance personnel and contractors
- Evaluate and make plans to optimize process performance including changes to process control parameters and modifying process equipment to improve both performance and economy of this e collection system
- Utilize emergency technology to improve the efficiency and reliability of the collection system
- Assist in the long range operational and maintenance planning, implement short- and long-range planning decisions; develop schedules and monitor budgets
- Engage public, emergency response agencies and utilities within the collection system for both routine and emergency situations
- Serve as Incident Commander and provide operational oversight and control during emergencies, such as wastewater releases, pipeline failures, pump station failures, etc., including coordination of emergency response by contractors and District staff, determining methods for flow control, spill recovery, reporting and remediation
- Monitor and report to the manager on departmental operation, staff and regulatory compliance

- Maintain a constant awareness of safe work practices; ensure compliance with the District Safety Program to complete work in a safe manner
- Attend in-service training; assist in the training and guidance of operators and other staff by providing operational training, general instruction and specific training
- Develop and update standard operating procedures (SOP's) to meet changing conditions within the collection system
- Keep up-to-date on the WLSSD National Pollution Discharge Elimination System (NPDES) permit requirements and applicable state statutes
- Provide operational coverage in the collection system to support daily activities as needed
- Perform related duties as assigned

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- Completion of a post-secondary degree in wastewater technology, science, engineering or related field from an accredited college and four years' experience in the WLSSD collection system or six years' experience at an advanced wastewater treatment facility **OR**
- High School diploma or equivalent and six years' experience in the WLSSD collection system or eight years' experience at an advanced wastewater treatment facility **OR**
- An equivalent combination of education and experience may also be considered

### **Licenses and Certifications**

- Possess a Minnesota Pollution Control Agency (MPCA) Class "B" or "S-B" Wastewater Operator/Collection Operation Certificate
- MPCA Class "A" or "S-A" Operator Certificate preferred
- Possess a Class "D" driver's license or equivalent

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of the operation and maintenance of wastewater pumps, machinery and tools related to a collection system
- Knowledge of the occupational hazards and safety precautions for the operation of collection system equipment and processes
- Knowledge and ability to implement safe work practices and procedures including: Confined Space Entry, Energy Control Procedures and Highway Safety Standards
- Knowledge of computer operations and computerized process control systems (including SCADA system)
- Knowledge of the utility location procedures for Gopher One locates
- Knowledge and ability to plan, coordinate and implement projects involving contractors and other work areas with multiple locations
- Knowledge and ability to respond to emergency conditions and develop appropriate course of action

- Ability to develop strategies, goals, and objectives to provide clear direction to Collection System Operators and maintenance, and actively participates in problem solving and decision making
- Ability to organize, plan and prioritize collection system initiatives and give direction to achieve those initiatives through assignments and cross-functional partnerships
- Ability to communicate to groups and individuals, both verbally and in writing, and can accurately and concisely prepare instruction, data and reports
- Ability to operate, and troubleshoot mechanical, electrical and instrumentation systems
- Ability to read plans and specifications
- Ability to operate portable pumps, generators, and right of way clearing equipment
- Ability to serve as Incident Commander in emergency response situations
- Ability to explain and demonstrate to public actions taken to remediate concerns within the collection system
- Ability to use and operate a personal computer or other electronic devices
- Ability to work independently or in a team environment
- Ability to establish and maintain effective working relationships with internal and external stakeholders
- Ability to work in a safe and effective manner

### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to be mobile over a wide variety of structures and surfaces including ramps, stairs and ladders
- Ability to exert pushing and pulling force upon machinery, equipment and valves and to reach overhead and bend over to operate levers and valves
- Capable of walking, reaching, bending and the ability to stand, kneel, stoop, and crouch for extended periods
- Ability to work frequently in and around confined spaces
- Ability to shovel material and operate high pressure water hoses
- Ability to lift and carry supplies and equipment up to 50 pounds and occasionally up to 75 pounds
- Medically able to wear an air purifying respirator


### **WORK ENVIRONMENT**

The work environment described herein is representative of that which an employee encounters while performing the essential functions of the job. While performing the duties of this job, the employee may be exposed to the following:

- Wastewater, fumes, gases or airborne particles and toxic or caustic chemicals
- Moving mechanical parts and the potential risk of electrical shock and vibration

- Loud noise and varying work environments, including high heat, and all weather conditions
- Highway and right-of-way hazards, rough terrain, open excavations and trenches



<b>WESTERN LAKE SUPERIOR SANITARY DISTRICT</b> 2626 Courtland Street Duluth, Minnesota 55806-1894 Phone: (218) 722-3336 FAX: (218) 727-7471 http://www.wlssd.com		 Clear Answers for Clean Water™
<b>MEMORANDUM</b>		
<b>To:</b>	WLSSD Board	
<b>From:</b>	WLSSD Personnel Committee	
<b>Date:</b>	April 24, 2024	
<b>Subject:</b>	<b>Collection System Operator 1</b>	

Attached to this memo you will find the proposed, updated job description for the Collection System Operator 1. During the most recent review of this job family, the Collection System Operator classification was updated to a tiered approach, mirroring the Treatment Plant Operator job family. The Collection System Operator 1 is the entry-level, skilled operator position in the collection system. With the addition of an Operator Apprentice, which is unskilled, these changes created a progressive family of jobs that that can be attained through continued state licensure. The minimum qualifications reflect the licensing requirements for each position.

An analysis of the relative value of the proposed job description is based on the Job Match point system used by the State of Minnesota. This system is a structure on which to base compensation and is based on the premise that similarly-valued jobs should be compensated similarly. The job point system allows an agency to use a common value system and apply it to dissimilar jobs. I have attached a Hay Factor comparison chart for review. This chart shows the four elements that are evaluated during the above stated process: Know-How, Problem-Solving, Accountability and Special Conditions. A summary of these are as follows:

**Know-How**

The job classification performs skilled work in the operation and maintenance of the collection system. Knowledge of basic theories and practices of wastewater treatment and collection system operation, including permitting requirements is needed.

**Problem Solving and Accountability**

This position works under the direction of an assigned supervisor and decisions have a low to moderate impact on the organization.

**Special Conditions**

The work environment and physical demands were updated to reflect those in similar positions within the District and using consistent language across job classifications.

	Old Job Description	Proposed Job Description
<b>Hay Factors</b>		
<b><u>Know-How</u></b>		
<ul style="list-style-type: none"> <li>• <b>Technical knowledge</b></li> </ul>	<ul style="list-style-type: none"> <li>• Operates conveyance system</li> <li>• Knowledge of wastewater technology, pumps, pump controls, electrical switching devices, pipe systems and related equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Performs skilled work in the operation and maintenance of the collection system</li> <li>• Responsible for operating in compliance with permit requirements</li> <li>• SCADA and process control knowledge</li> <li>• Knowledge of basic theories and practices of wastewater treatment and collection system operation</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Human relations skills</b></li> </ul>	<ul style="list-style-type: none"> <li>• Advises supervisor of operational issues</li> <li>• Assists other departments with confined space entries</li> <li>• Assists maintenance personnel with corrective maintenance</li> <li>• Provides training and education to other employees</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate with fellow operators or other dept staff to provide necessary information</li> <li>• Assist in training and guidance of operators and other staff</li> <li>• Ability to work on a team and establish effective working relationships</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Managerial/Integrating skills</b></li> </ul>	<ul style="list-style-type: none"> <li>• Assists supervisor in planning and scheduling work of Collection Systems Operators</li> <li>• Coordinates shutdowns with senior operator and maintenance</li> <li>• Ability to plan, schedule and direct the work of the conveyance system</li> </ul>	<ul style="list-style-type: none"> <li>• Assist with planning and coordinating operational maintenance tasks or projects</li> <li>• Trains others</li> <li>• Provide operational support</li> <li>• Utilize independent judgment to assess, mitigate, repair or call for</li> </ul>

<ul style="list-style-type: none"> <li>• <b>Tech skills</b></li> </ul>	<ul style="list-style-type: none"> <li>• Diagnose and repair operational equipment deficiencies</li> <li>• Assists in design and construction phases of infrastructure improvements</li> </ul>	<p>additional assistance to resolve a problem</p> <ul style="list-style-type: none"> <li>• Locate, troubleshoot and repair minor operational deficiencies</li> <li>• Provide operational support of infrastructure improvements</li> <li>• Ability to interpret basic diagrams and blueprints</li> <li>• Ability to accurately read gauges and meters</li> <li>• Ability to operate a variety of equipment</li> </ul>
<p><b><u>Problem Solving</u></b></p> <ul style="list-style-type: none"> <li>• <b>The way in which the employee makes decisions and solves problems</b></li> <li>• <b>Degree in which they have to think on their own</b></li> </ul>	<ul style="list-style-type: none"> <li>• Works under the direction of supervisor or lead worker</li> <li>• Assists with the planning and scheduling of work</li> <li>• Advises the supervisor of operational issues</li> </ul>	<ul style="list-style-type: none"> <li>• Under the direction of a manager or lead worker, performs skilled work</li> <li>• Responds to emergency situations and ensure appropriate notification</li> <li>• Ability to troubleshoot equipment issues and perform repairs to maintain operational efficiency</li> </ul>
<p><b><u>Accountability</u></b></p> <ul style="list-style-type: none"> <li>• <b>Amount of responsibility for actions, the consequences and the measured effect of their job on the end result of the district</b></li> </ul>	<ul style="list-style-type: none"> <li>• Works under direction of assigned supervisor</li> <li>• Low to moderate impact of decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Works under direction of assigned supervisor</li> <li>• Low to moderate impact of decisions</li> </ul>
<p><b><u>Special Conditions</u></b></p>	<ul style="list-style-type: none"> <li>• Ability to be mobile over a variety of steps, ramps, ladders and confined spaces</li> <li>• Possess sufficient physical strength and agility to perform frequent lifting and moving</li> <li>• Potential exposure to carcinogens, toxic</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to be mobile over a variety of surfaces</li> <li>• Capable of walking, reaching, bending and the ability to stand, kneel, stoop and crouch for extended periods</li> <li>• Capable of exerting pushing and pulling force</li> <li>• Ability to lift and carry up to 50 lbs; 75 lbs on occasion</li> </ul>

- chemicals, pathogenic organisms, etc.
- Knowledge of highway safety standards for operations in right of ways
- Ability to shovel material and operate high pressure water hoses
- Medically able to wear an air purifying respirator
- Ability to work shift work
- Ability to work in confined spaces
- Exposed to wastewater, fumes, gases or airborne particles and toxic and caustic chemicals
- Work around moving mechanical parts and potential risk of electrical shock
- Loud noise and varying work environments
- Highway and right-of-way hazards and rough terrain, open excavations and trenches

### **MN State Job Match**

In the District's current job description, the Collection System Operator was compared to the Sewer Maintenance Worker (70% of 183 pts), the Wastewater Plant Supervisor (20% of 291 pts) and the Transportation Specialist (10% of 245 pts) for a total of 211 pts. This placed the classification at a grade 15.

During the most recent job review, the Collection System Operator was split into three progressive job descriptions (Collection System Operator 1, 2 and 3). The revised Collection System Operator 1 was compared to Sewer & Water Maint Worker Senior (60% of 176 pts), the Building Utilities Mechanic (20% of 209 pts) and the Wastewater Plant Supervisor (20% of 291 pts) for a total of 206 pts. This would place the updated Collection System Operator 1 at a grade 15.

As part of this review, internal and external data was evaluated to determine equity. Both external market data and internal comparable jobs support this position being placed at a grade 15.

**The Personnel Committee recommends that the WLSSD Board approve the proposed Collection System Operator 1 job description be placed at a pay grade 15. The Bargaining Unit will vote on this job description and pay grade in May. Should the Union approve these changes it is recommended that this updated job description and pay grade become effective the date of the WLSSD Board approval.**

## **COLLECTION SYSTEMS OPERATOR**

September 2008

### **DEFINITION**

Under the direction of an Operations and Maintenance supervisor or an assigned Lead worker, independently or in cooperation with other members of this classification, an employee in this classification operates and maintains pump stations, force mains, interceptors, generators, associated equipment, structures and grounds associated with the Conveyance system; and to perform related work as required.

### **JOB FUNCTIONS**

Assists the Operations & Maintenance Supervisor in planning and scheduling the work of Collection System Operators. Advises the Supervisor of any difficulties experienced in the operation of the pump stations, associated wastewater treatment facilities and related equipment. Operates Conveyance System including related treatment equipment; cleans and maintains wet wells and screening equipment; performs preventive maintenance on conveyance system equipment; performs scheduled lubrication of equipment; coordinates necessary shut-downs and start-ups with Senior Operator and Maintenance Department; performs pump station equipment inspections; assists maintenance personnel in performing corrective maintenance; and performs work in a safe manner. Provides training and education of other employees through on-the-job training, general instruction and specific training as required. Assists other Departments in safely conducting Confined Space entries within the Conveyance System. Employees in this classification may be required to respond on a twenty-four hour basis to emergencies involving critical equipment failures, bypasses and overflows and spills for the purpose of correcting, sampling, reporting, organizing repair and minimizing the dangers to public health and the environment. Perform remediation of areas after overflows and spills. Assists in the design and construction phases of District infrastructure improvements. Perform Gopher One locates using drawings, maps, GPS equipment and other locating tools. The level of normal exposure to position risk/hard is a known element of the position and safety devices and procedures are regularly used to prevent accidents and exposures.

### **MINIMUM QUALIFICATIONS:**

Possess five years of work experience in the operation and maintenance of wastewater treatment system or collection system to include pumps, pump controls, electrical switching devices, pipe systems and related equipment or such combination of education and experience as may be accepted as equivalent. Possess a Minnesota MPCA Wastewater Operator Class C or SC License. Possess a valid driver's license from state of residence.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of wastewater technology, pumps, pump controls, electrical switching devices, wastewater transmission lines and related equipment, and proper sampling techniques. Ability to

perform scheduled and routine maintenance. The ability to diagnose and repair operational equipment deficiencies. Ability to plan, schedule and direct the work of the Conveyance System. Possess the skills and ability to work independently, begin and complete assignments in a timely manner with minimal supervision. Ability to communicate efficiently and effectively in verbal and written communications. Ability to establish and maintain effective working relationships with fellow employees, supervisors, and contractors. Must be capable of meeting physical standards to demonstrate an ability to be mobile over a variety of steps, ramps, ladders and confined spaces; possess sufficient physical strength and agility to perform frequent lifting and moving of supplies and equipment. Ability to perform Confined Space Entries into manholes, wet wells, and other structures following all OSHA and WLSSD rules and regulations. Ability to read and interpret maps and blueprints and utilize GPS technology to locate WLSSD buried and surface structures and for Gopher One locates. The ability to interpret simple illustrated parts breakdowns, blueprints and sketches, wiring diagrams, and to follow oral and written instructions. Possess good analytical and mechanical abilities. Ability to apply modern safety practices and techniques to an industrial setting to minimize potential exposure to carcinogens, toxic chemicals, pathogenic organisms and less desirable atmospheric and sanitary conditions. Knowledge of Highway Safety standards for operations in Right of Ways. Ability to operate truck mounted cranes and snowplows. Knowledge of the operation of portable and stationary generators as well as high voltage switchgear.



<b>Title:</b>	Collection System Operator 1
<b>Reports To:</b>	Clean Water and Reuse Manager
<b>FLSA Status:</b>	Non-Exempt; Bargaining Unit position
<b>FTE, Shift &amp; Hours:</b>	1.0 FTE; 8 hour days, M-F (40 hours / week)
<b>Pay Grade:</b>	15

## DEFINITION

Under the direction of the Clean Water and Reuse Manager, Lead Collection System Operator or other assigned personnel, an employee in this classification performs skilled work in the operation and maintenance of the WLSSD wastewater collection system including lift stations, metering stations, sewer interceptors, forcemains, building structures, and pipeline easements. This position is responsible for operating in compliance with permit requirements. Duties include but are not limited to: operating processes and equipment, performing required checks and readings, completing preventive, corrective and general maintenance, performing housekeeping and other related work as assigned.

## JOB FUNCTIONS

- Efficiently and safely operate equipment in the wastewater collection system to maintain compliance with all applicable local, state and federal permits and regulations
- Assist with planning and coordinating operational maintenance tasks or projects
- Perform and record preventive maintenance tasks in accordance with established schedules
- Provide operational support of District infrastructure improvements
- Make necessary adjustments to pump station operations to minimize disruptions due to equipment failures or unforeseen conditions
- Respond to emergency situations, including all reporting and notification to ensure that defined procedures are followed in a safe and efficient manner
- Monitor Supervisory Control and Data Acquisition (SCADA) and other process control data to stay current with the status of the collection system and adjust parameters as needed to maintain normal operating ranges
- Inspect equipment by observation, reading temperature, pressure and flow by monitoring meters, gauges and other recording devices, adjusting as necessary; record data to ensure complete and accurate records are maintained
- Communicate with fellow operators or other department staff to provide necessary information regarding routine updates, process problems or emergencies to ensure continuity of operation
- Keep up-to-date on the WLSSD National Pollutant Discharge Elimination System (NPDES) permit requirements and process performance
- Conduct routine inspections of the collection system buildings, surrounding grounds and pipeline easements
- Perform maintenance or repairs of process equipment and building facilities to maintain operational efficiency and generate work requests as needed

- Maintain lift station perimeters, fence lines, easements, and other facilities throughout the collection system
- Perform custodial duties and general housekeeping of building facilities within the collection system
- Maintain a constant awareness of safe work practices; ensure compliance with the District Safety Program to complete work in a safe manner
- Attend in-service training as required; assist in the training and guidance of operators and other staff by providing operational training, general instruction and specific training
- Procure materials and supplies for projects within the collection system
- Conduct confined space entries within the collection system or assist other departments with entries as needed
- Utilize independent judgment to assess, mitigate, repair or call for additional assistance to resolve the problem
- Maintain required wastewater certification through scheduled training
- Perform related duties as assigned

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- A combination of education and/or experience that meets the qualification requirements of the Minnesota Pollution Control Agency (MPCA) Class "D" or "S-D" Wastewater Operator/Collection System Operator Certificate
- An equivalent combination of education and experience may also be considered

### **Licenses and Certifications**

- Possess a Minnesota Pollution Control Agency (MPCA) class "D" or "S-D" Wastewater Operator/Collection System Operator Certificate
- Possess a Class "D" driver's license or equivalent

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of basic theories and practices of wastewater treatment and collection system operation
- Knowledge of proper sampling techniques
- Knowledge of equipment, facilities, materials, methods and procedures of a wastewater collection system
- Knowledge of computer operations and computerized process control systems (including SCADA system)
- Knowledge of the utility location procedures for Gopher One locates
- Working knowledge and awareness of occupational hazards present in a wastewater collection system along with required precautions needed to perform the job in a safe manner
- Ability to utilize good judgment in a manner that is protective of equipment, staff and regulatory requirements



- Ability to locate, troubleshoot and repair minor operational equipment deficiencies
- Ability to interpret basic illustrated equipment diagrams and blueprints
- Ability to effectively maintain logs using proper documentation
- Ability to accurately read gauges and meters, to transcribe and interpret this data effectively
- Ability to operate a variety of wastewater equipment and tools used throughout the collection system
- Ability to use and operate a personal computer or other electronic devices
- Ability to respond to callouts after hours
- Ability to effectively communicate clearly and concisely both orally and in writing
- Ability to work independently or in a team environment
- Ability to establish and maintain effective working relationships with internal and external stakeholders
- Ability to work in a safe and efficient manner

### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to be mobile over a wide variety of structures and surfaces including ramps, stairs and ladders
- Ability to exert pushing and pulling force upon machinery, equipment and valves and to reach overhead and bend over to operate levers and valves
- Capable of walking, reaching, bending and the ability to stand, knee, stoop, and crouch for extended periods
- Ability to work frequently in and around confined spaces
- Ability to shovel material and operate high pressure water hoses
- Ability to lift and carry supplies and equipment up to 50 pounds and occasionally up to 75 pounds
- Medically able to wear an air purifying respirator

### **WORK ENVIRONMENT**

The work environmental conditions and exposures described here are representative of those an employee encounters while performing the essential functions of this job.

- Wastewater, fumes, gases or airborne particles and toxic or caustic chemicals
- Moving mechanical parts and the potential risk of electrical shock and vibration
- Loud noise and varying work environments, including high heat, and all weather conditions
- Highway and right-of-way hazards, rough terrain, open excavations and trenches

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**MEMORANDUM**

<b>To:</b>	WLSSD Board
<b>From:</b>	WLSSD Personnel Committee
<b>Date:</b>	April 24, 2024
<b>Subject:</b>	<b>Collection System Operator 2</b>

Attached to this memo you will find the proposed, updated job description for the Collection System Operator 2. During the most recent review of this job family, the Collection System Operator classification was updated to a tiered approach, mirroring the Treatment Plant Operator job family. The Collection System Operator 2 is an intermediate level, skilled operator position in the collection system. The minimum qualifications were updated to reflect those of state licensure requirements.

An analysis of the relative value of the proposed job description is based on the Job Match point system used by the State of Minnesota. This system is a structure on which to base compensation and is based on the premise that similarly-valued jobs should be compensated similarly. The job point system allows an agency to use a common value system and apply it to dissimilar jobs. I have attached a Hay Factor comparison chart for review. This chart shows the four elements that are evaluated during the above stated process: Know-How, Problem-Solving, Accountability and Special Conditions. A summary of these are as follows:

**Know-How**

The job classification performs skilled work in the operation and maintenance of the collection system. Knowledge of basic theories and practices of wastewater treatment and collection system operation, including permitting requirements is needed.

**Problem Solving and Accountability**

This position works under the direction of an assigned supervisor and decisions have a moderate impact on the organization. There is more independent decision-making and autonomy at this level than the level 1; however, this position still works under the direction of a lead worker or higher level operator.

**Special Conditions**



<ul style="list-style-type: none"> <li>• <b>Tech skills</b></li> </ul>	<ul style="list-style-type: none"> <li>• Utilize independent judgment to assess, mitigate, repair or call for additional assistance to resolve a problem</li> <li>• Locate, troubleshoot and repair minor operational deficiencies</li> <li>• Provide operational support of infrastructure improvements</li> <li>• Ability to interpret basic diagrams and blueprints</li> <li>• Ability to accurately read gauges and meters</li> <li>• Ability to operate a variety of equipment</li> </ul>
<p><b><u>Problem Solving</u></b></p> <ul style="list-style-type: none"> <li>• <b>The way in which the employee makes decisions and solves problems</b></li> <li>• <b>Degree in which they have to think on their own</b></li> </ul>	<ul style="list-style-type: none"> <li>• Under the direction of a manager or lead worker, performs skilled work</li> <li>• Responds to emergency situations and ensure appropriate notification</li> <li>• Ability to troubleshoot equipment issues and perform repairs to maintain operational efficiency</li> </ul>
<p><b><u>Accountability</u></b></p> <ul style="list-style-type: none"> <li>• <b>Amount of responsibility for actions, the consequences and the measured effect of their job on the end result of the district</b></li> </ul>	<ul style="list-style-type: none"> <li>• Works under direction of assigned supervisor</li> <li>• Moderate impact of decisions</li> </ul>
<p><b><u>Special Conditions</u></b></p>	<ul style="list-style-type: none"> <li>• Ability to be mobile over a variety of surfaces</li> <li>• Capable of walking, reaching, bending and the ability to stand, kneel, stoop and crouch for extended periods</li> <li>• Capable of exerting pushing and pulling force</li> </ul>

- Ability to lift and carry up to 50 lbs; 75 lbs on occasion
- Ability to shovel material and operate high pressure water hoses
- Medically able to wear an air purifying respirator
- Ability to work shift work
- Ability to work in confined spaces
- Exposed to wastewater, fumes, gases or airborne particles and toxic and caustic chemicals
- Work around moving mechanical parts and potential risk of electrical shock
- Loud noise and varying work environments
- Highway and right-of-way hazards and rough terrain, open excavations and trenches

### **MN State Job Match**

During the most recent job review, the Collection System Operator was split into three progressive job descriptions (Collection System Operator 1, 2 and 3). The Collection System Operator 2 is a new classification in this proposed structure. During this review, the Collection System Operator 2 was compared to the Sewer & Water Maint Worker Senior (45% of 176 pts), the Building Utilities Mechanic (20% of 209 pts) and the Wastewater Plant Supervisor (35% of 291 pts) for a total of 223 pts. This would place the new classification at a grade 16.

As part of this review, internal and external data was evaluated to determine equity. Both external market data and internal comparable jobs support this position being placed at a grade 16, as well as the progressive nature of the job family.

**The Personnel Committee recommends that the WLSSD Board approve the proposed Collection System Operator 2 job description be placed at a pay grade 16. The Bargaining Unit will vote on this job description and pay grade in May. Should the Union approve these changes it is recommended that this updated job description and pay grade become effective the date of the WLSSD Board approval.**



<b>Title:</b>	Collection System Operator 2
<b>Reports To:</b>	Clean Water and Reuse Manager
<b>FLSA Status:</b>	Non-Exempt; Bargaining Unit position
<b>FTE, Shift &amp; Hours:</b>	1.0 FTE; 8 hour days, M-F (40 hours / week)
<b>Pay Grade:</b>	16

## DEFINITION

Under the direction of the of Clean Water and Reuse Manager, Lead Collection System Operator or other assigned personnel, an employee in this classification performs skilled work in the operation and maintenance of the WLSSD wastewater collection system including lift stations, metering stations, sewer interceptors, forcemains, building structures and pipeline easements. This position is responsible for operating in compliance permit requirements. Duties include but are not limited to: operating processes and equipment, performing required checks and readings, completing preventive, corrective and general maintenance, performing housekeeping and other related work as assigned.

## JOB FUNCTIONS

- Efficiently and safely operate equipment in the wastewater collection system to maintain compliance with all applicable local, state and federal permits and regulations
- Assist with planning and coordinating operational maintenance tasks or projects
- Support training of other operators and staff as needed to ensure consistent, efficient and effective operation of the collection system
- Provide operational support in the design and construction phases of District infrastructure improvements
- Make necessary adjustments to pump station operations to minimize disruptions due to equipment failures or unforeseen conditions
- Communicate with fellow operators or other department staff to provide necessary information regarding routine updates, process problems or emergencies to ensure continuity of operation
- Act independently in responding to emergency situations, including all reporting and notification to ensure that defined procedures are followed in a safe and efficient manner
- Assist in reviewing and maintaining standard operating procedures (SOPs) for lift station operation as well as other parts of the collection system
- Monitor Supervisory Control and Data Acquisition (SCADA) and other process control data to stay current with the status of the collection system and adjust parameters to maintain normal operating ranges
- Inspect equipment by observation, reading temperature, pressure and flow by monitoring meters, gauges and other recording devices, adjusting as necessary; record data to ensure complete and accurate records are maintained

- Keep up-to-date on the WLSSD National Pollution Discharge Elimination System (NPDES) permit requirements and process performance
- Conduct routine inspections of the collection system buildings, surrounding grounds and pipeline easements
- Perform maintenance or repairs of process equipment and facilities to maintain operational efficiency and generate work requests as needed
- Perform and record preventive maintenance tasks in accordance with established schedules
- Maintain lift station perimeters, fence lines, easements, and other facilities throughout the collection system
- Perform custodial duties and general housekeeping of building facilities within the collection system
- Maintain a constant awareness of safe work practices; ensure compliance with the District Safety Program to complete work in a safe manner
- Attend in-service training as required; assist in the training and guidance of operators and other staff by providing operational training, general instruction and specific training
- Procure materials and supplies for projects within the collection system
- Conduct confined space entries within the collection system or assist other departments with entries as needed
- Utilize independent judgment, to assess, mitigate, repair, or call for additional assistance to resolve the problem
- Maintain required wastewater certification through scheduled training
- Perform related duties as assigned

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- A combination of education and/or experience that meets the qualification requirements of the Minnesota Pollution Control Agency (MPCA) Class "C" or "S-C" Wastewater Operator/Collection System Operator Certificate
- An equivalent combination of education and experience may also be considered

### **Licenses and Certifications**

- Possess a Minnesota Pollution Control Agency (MPCA) class "C" or "S-C" Wastewater Operator/Collection System Operator Certificate.
- Possess a Class "D" driver's license or equivalent

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of specific theories and practices of wastewater treatment and collection system operation
- Knowledge of proper sampling techniques
- Knowledge of equipment, facilities, materials, methods and procedures of a wastewater collection system

- Knowledge of computer operations and computerized process control systems (including SCADA system)
- Knowledge of the utility location procedures for Gopher One locates
- Knowledge and awareness of occupational hazards present in a wastewater collection system along with required precautions needed to perform the job in a safe manner
- Ability to utilize good judgment in a manner that is protective of equipment, staff and regulatory requirements
- Ability to locate, troubleshoot and repair minor to intermediate operational equipment deficiencies
- Ability to interpret basic illustrated equipment diagrams and blueprints
- Ability to effectively maintain logs using proper documentation
- Ability to accurately read gauges and meters, to transcribe and interpret this data effectively
- Ability to operate a variety of wastewater equipment and tools used throughout the collection system
- Ability to use and operate a personal computer or other electronic devices
- Ability to effectively communicate clearly and concisely both orally and in writing
- Ability to work independently or in a team environment
- Ability to establish and maintain effective working relationships with internal and external stakeholders
- Ability to work in a safe and efficient manner

### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to be mobile over a wide variety of structures and surfaces including ramps, stairs and ladders
- Ability to exert pushing and pulling force upon machinery, equipment and valves and to reach overhead and bend over to operate levers and valves
- Capable of walking, reaching, bending and the ability to stand, kneel, stoop, and crouch for extended periods
- Ability to work frequently in and around confined spaces
- Ability to shovel material and operate high pressure water hoses
- Ability to lift and carry supplies and equipment up to 50 pounds and occasionally up to 75 pounds
- Medically able to wear an air purifying respirator


### **WORK ENVIRONMENT**

The work environmental conditions and exposures described here are representative of those an employee encounters while performing the essential functions of this job.

- Wastewater, fumes, gases or airborne particles and toxic or caustic chemicals



- Moving mechanical parts and the potential risk of electrical shock and vibration
- Loud noise and varying work environments, including high heat, and all weather conditions
- Highway and right-of-way hazards, rough terrain, open excavations and trenches

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<b>MEMORANDUM</b>		
<b>To:</b>	WLSSD Board	
<b>From:</b>	WLSSD Personnel Committee	
<b>Date:</b>	April 24, 2024	
<b>Subject:</b>	Collection System Operator 3	

Attached to this memo you will find the proposed, updated job description for the Collection System Operator 3. During the most recent review of this job family, the Collection System Operator classification was updated to a tiered approach, mirroring the Treatment Plant Operator job family. The Collection System Operator 3 is an advanced level, skilled operator position in the collection system. The minimum qualifications were updated to reflect those of state licensure requirements.

An analysis of the relative value of the proposed job description is based on the Job Match point system used by the State of Minnesota. This system is a structure on which to base compensation and is based on the premise that similarly-valued jobs should be compensated similarly. The job point system allows an agency to use a common value system and apply it to dissimilar jobs. I have attached a Hay Factor comparison chart for review. This chart shows the four elements that are evaluated during the above stated process: Know-How, Problem-Solving, Accountability and Special Conditions. A summary of these are as follows:

**Know-How**

The job classification performs skilled work in the operation and maintenance of the collection system. Knowledge of basic theories and practices of wastewater treatment and collection system operation, including permitting requirements is needed.

**Problem Solving and Accountability**

This position works under the direction of an assigned supervisor with latitude for independent action. Decisions have a moderate to high impact on the organization. This position leads and mentors other operators in the collection system.

**Special Conditions**



- Locate, troubleshoot and repair minor operational deficiencies
- Provide operational support of infrastructure improvements
- Ability to interpret basic diagrams and blueprints
- Ability to accurately read gauges and meters
- Ability to operate a variety of equipment

**Problem Solving**

- **The way in which the employee makes decisions and solves problems**
- **Degree in which they have to think on their own**

- Latitude for independent action
- Plans and coordinates projects
- Leads and trains others

**Accountability**

- **Amount of responsibility for actions, the consequences and the measured effect of their job on the end result of the district**

- Works under direction of assigned supervisor
- Moderate to high impact of decisions; has the ability to lead others in absence of lead worker

**Special Conditions**

- Ability to be mobile over a variety of surfaces
- Capable of walking, reaching, bending and the ability to stand, kneel, stoop and crouch for extended periods
- Capable of exerting pushing and pulling force
- Ability to lift and carry up to 50 lbs; 75 lbs on occasion
- Ability to shovel material and operate high pressure water hoses

- Medically able to wear an air purifying respirator
- Ability to work shift work
- Ability to work in confined spaces
- Exposed to wastewater, fumes, gases or airborne particles and toxic and caustic chemicals
- Work around moving mechanical parts and potential risk of electrical shock
- Loud noise and varying work environments
- Highway and right-of-way hazards and rough terrain, open excavations and trenches

### **MN State Job Match**

During the most recent job review, the Collection System Operator was split into three progressive job descriptions (Collection System Operator 1, 2 and 3). The Collection System Operator 3 is a new classification in this proposed structure. During this review, the Collection System Operator 3 was compared to the Sewer & Water Maint Worker Senior (30% of 176 pts), the Building Utilities Mechanic (20% of 209 pts) and the Wastewater Plant Supervisor (50% of 291 pts) for a total of 240 pts. This would place the new classification at a grade 17.

As part of this review, internal and external data was evaluated to determine equity. Both external market data and internal comparable jobs support this position being placed at a grade 17, as well as the progressive nature of the job family.

**The Personnel Committee recommends that the WLSSD Board approve the proposed Collection System Operator 3 job description be placed at a pay grade 17. The Bargaining Unit will vote on this job description and pay grade in May. Should the Union approve these changes it is recommended that this updated job description and pay grade become effective the date of the WLSSD Board approval.**



<b>Title:</b>	Collection System Operator 3
<b>Reports To:</b>	Clean Water and Reuse Manager
<b>FLSA Status:</b>	Non-Exempt; Bargaining Unit position
<b>FTE, Shift &amp; Hours:</b>	1.0 FTE; 8 hour days, M-F (40 hours / week)
<b>Pay Grade:</b>	17

### **DEFINITION**

Under the direction of the Clean Water and Reuse Manager, Lead Collection System Operator, or other assigned personnel, an employee in this classification, with latitude for independent action, performs skilled work in the operation and maintenance of the WLSSD wastewater collection system including lift stations, metering stations, sewer interceptors, forcemains, building structures, and pipeline easements. This position is responsible for operating in compliance with permit requirements. Duties include but are not limited to: operating processes and equipment, performing required checks and readings, completing preventive, corrective and general maintenance, performing housekeeping and other related work as assigned.

### **JOB FUNCTIONS**

- Efficiently and safely operate equipment in the wastewater collection system to maintain compliance with all applicable local, state and federal permits and regulations
- Plan and coordinate operational maintenance tasks or projects
- Lead the training and mentoring of other operators and staff as needed to ensure consistent, efficient and effective operation of the conveyance system
- Assist with the design and construction phases of District infrastructure improvements
- Make necessary adjustments to pump station operations to minimize disruptions due to equipment failures or unforeseen conditions
- Communicate with fellow operators or other department staff to provide necessary information regarding routine updates, process problems or emergencies to ensure continuity of operation
- Independently plans, coordinates and directs necessary staff in emergency situations, including all reporting and notification to ensure that defined procedures are followed in a safe and effective manner
- Assist in developing and maintaining standard operating procedures (SOPs) for lift station operation as well as other parts of the collection system
- Monitor Supervisory Control and Data Acquisition (SCADA) and other process control data to stay current with the status of the Collection System and adjust parameters as needed to maintain normal operating ranges

- Inspect equipment by observation, reading temperature, pressure and flow by monitoring meters, gauges and other recording devices, adjusting as necessary; record data to ensure complete and accurate records are maintained
- Keep up-to-date on the WLSSD National Pollution Discharge Elimination System (NPDES) permit requirements
- Conduct routine inspections of the collection system buildings, surrounding grounds and pipeline easements
- Perform and record preventive maintenance tasks in accordance with established schedules
- Perform maintenance or repairs of process equipment and building facilities to maintain operational efficiency and generate work requests as needed
- Maintain lift station perimeters, fence lines, easements, and other facilities throughout the Collection System
- Perform custodial duties and general housekeeping of building facilities within the collection system
- Maintain a constant awareness of safe work practices; ensure compliance with the District Safety Program to complete work in a safe manner
- Attend in-service training as required; assist in the training and guidance of operators and other staff by providing operational training, general instruction and specific training
- Procure materials and supplies for projects within the collection system
- Conduct confined space entries within the collection system or assist other departments with entries as needed
- Utilize independent judgement, to assess, mitigate, repair, or call for additional assistance to resolve the problem
- Maintain required wastewater certification through scheduled training
- Perform related duties as assigned

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- A combination of education and/or experience that meets the qualification requirements of the Minnesota Pollution Control Agency (MPCA) Class "B" or "S-B" Wastewater Operator/Collection System Operator Certificate
- An equivalent combination of education and experience may also be considered

### **Licenses and Certifications**

- Possess a Minnesota Pollution Control Agency (MPCA) class "B" or "S-B" Wastewater Operator/Collection System Operator Certificate.
- Possess a Class "D" driver's license or equivalent

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Advanced knowledge of specific theories and practices of wastewater treatment and collection system operation

- Knowledge of proper sampling techniques
- Knowledge of equipment, facilities, materials, methods and procedures of a wastewater collection system
- Knowledge of computer operations and computerized process control systems (including SCADA system)
- Knowledge of the utility location procedures for Gopher One locates
- Knowledge and awareness of occupational hazards present in a wastewater collection system along with required precautions needed to perform the job in a safe manner
- Ability to utilize good judgment in a manner that is protective of equipment, staff and regulatory requirements
- Ability to locate, troubleshoot and repair intermediate operational equipment deficiencies
- Ability to interpret complex illustrated equipment diagrams and blueprints
- Ability to effectively maintain logs using proper documentation
- Ability to accurately read gauges and meters, to transcribe and interpret this data effectively
- Ability to operate a variety of wastewater equipment and tools used throughout the collection system
- Ability to use and operate a personal computer or other electronic devices
- Ability to effectively communicate clearly and concisely both orally and in writing
- Ability to work independently or in a team environment
- Ability to establish and maintain effective working relationships with internal and external stakeholders
- Ability to work in a safe and efficient manner

### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.


- Ability to be mobile over a wide variety of structures and surfaces including ramps, stairs and ladders
- Ability to exert pushing and pulling force upon machinery, equipment and valves and to reach overhead and bend over to operate levers and valves
- Capable of walking, reaching, bending and the ability to stand, kneel, stoop, and crouch for extended periods
- Ability to work frequently in and around confined spaces
- Ability to shovel material and operate high pressure water hoses
- Ability to lift and carry supplies and equipment up to 50 pounds and occasionally up to 75 pounds
- Medically able to wear an air purifying respirator

### **WORK ENVIRONMENT**



The work environmental conditions and exposures described here are representative of those an employee encounters while performing the essential functions of this job.

- Wastewater, fumes, gases or airborne particles and toxic or caustic chemicals
- Moving mechanical parts and the potential risk of electrical shock and vibration
- Loud noise and varying work environments, including high heat, and all weather conditions
- Highway and right-of-way hazards, rough terrain, open excavations and trenches

<b>WESTERN LAKE SUPERIOR SANITARY DISTRICT</b> 2626 Courtland Street Duluth, Minnesota 55806-1894 Phone: (218) 722-3336 FAX: (218) 727-7471 http://www.wlssd.com		 <p>Clear Answers for Clean Water™</p>
<b>MEMORANDUM</b>		
<b>To:</b>	WLSSD Board	
<b>From:</b>	WLSSD Personnel Committee	
<b>Date:</b>	April 24, 2024	
<b>Subject:</b>	<b>Operator Apprentice</b>	

Attached to this memo you will find the proposed job description for an Operator Apprentice. This is a new classification developed out of an identified need for an entry-level, unlicensed operator to be able to work in the treatment plant or collection system. The scope of this classification is that a track will be identified prior to filling this role (treatment plant or collections) and the apprentice will work primarily in one system or the other but will have knowledge of both systems. This is an entry-level position with an 18-month timeline to complete the MPCA Wastewater Operator Class “D” license or the Collection System Operator Class “S-D” license to progress to the level 1 classification within their track.

An analysis of the relative value of the proposed job description is based on the Job Match point system used by the State of Minnesota. This system is a structure on which to base compensation and is based on the premise that similarly-valued jobs should be compensated similarly. The job point system allows an agency to use a common value system and apply it to dissimilar jobs. I have attached a Hay Factor comparison chart for review. This chart shows the four elements that are evaluated during the above stated process: Know-How, Problem-Solving, Accountability and Special Conditions. A summary of these are as follows:

**Know-How**

The job classification is responsible for the safe and efficient operation of equipment and facilities in compliance with applicable regulations. Technical aptitude is necessary to operate and troubleshoot process issues. Mechanical skills are also required.

**Problem Solving and Accountability**

This position works under direct supervision of a higher-level operator or manager.

**Special Conditions**



	<ul style="list-style-type: none"> <li>• Skilled in operations of maintenance tools and equipment</li> </ul>
<p><b><u>Problem Solving</u></b></p> <ul style="list-style-type: none"> <li>• <b>The way in which the employee makes decisions and solves problems</b></li> <li>• <b>Degree in which they have to think on their own</b></li> </ul>	<ul style="list-style-type: none"> <li>• Works under the direct supervision of a higher level operator or manager</li> <li>• Skilled, entry-level work</li> <li>• Ability to independently troubleshoot operational issues and develop solutions with supervision</li> </ul>
<p><b><u>Accountability</u></b></p> <ul style="list-style-type: none"> <li>• <b>Amount of responsibility for actions, the consequences and the measured effect of their job on the end result of the district</b></li> </ul>	<ul style="list-style-type: none"> <li>• Minimal latitude for independent action</li> <li>• Low impact of decisions</li> </ul>
<p><b><u>Special Conditions</u></b></p>	<ul style="list-style-type: none"> <li>• Ability to be mobile over a variety of surfaces</li> <li>• Capable of walking, reaching, bending and the ability to stand, kneel, stoop and crouch for extended periods</li> <li>• Capable of exerting pushing and pulling force</li> <li>• Ability to lift and carry up to 50 lbs; 75 lbs on occasion</li> <li>• Ability to shovel material and operate high pressure water hoses</li> <li>• Medically able to wear an air purifying respirator</li> <li>• Ability to work shift work</li> <li>• Ability to work in confined spaces</li> <li>• Exposed to wastewater, fumes, gases or airborne particles and toxic and caustic chemicals</li> </ul>

- Work around moving mechanical parts and potential risk of electrical shock
- Loud noise and varying work environments
- Highway and right-of-way hazards and rough terrain, open excavations and trenches

### **MN State Job Match**

When conducting the state job match during the initial review, the Operator Apprentice was compared to the Water/Wastewater Operator (70% of 171 points) and the Building Utilities Mechanic (30% of 209 pts) for a total of 182 pts. This would place this classification at a grade 13 in the District's salary structure.

As part of this review, an external market study was also conducted. Comparable wages in similar positions, as well as compared to other internal jobs in the line of progression, indicate a grade 13 is appropriate.

**The Personnel Committee recommends that the WLSSD Board approve the proposed Operator Apprentice job description be placed at a pay grade 13. The Bargaining Unit will vote on this job description and pay grade in May. Should the Union approve these changes it is recommended that this updated job description and pay grade become effective the date of the WLSSD Board approval.**



<b>Title:</b>	Operator Apprentice (Treatment Plant, Collections)
<b>Reports To:</b>	Clean Water and Reuse Manager
<b>FLSA Status:</b>	Non-Exempt; Bargaining Unit position
<b>FTE, Shift &amp; Hours:</b>	1.0 FTE Collection Operator – 8 hour days, M-F (40 hours / week) Treatment Plant Operator – rotation shift (80 hours / 2 weeks)
<b>Pay Grade:</b>	13

## DEFINITION

Under the direction of the Clean Water and Reuse Manager, Lead Operator or other or other assigned personnel, an employee in this classification performs skilled, entry-level work in the operation and maintenance of wastewater treatment process and/or the collection system. This position is responsible for operating in compliance with permit requirements and in response to overall system plant / system needs. The work includes, but is not limited to: operating processes and equipment; performing required checks and readings; completing preventive, corrective and general maintenance; cleaning; and other related work as assigned. This position is the entry-level position in the Treatment Plant or Collections job family and is eligible for promotion to the corollary level 1 position upon attainment of the level 1 minimum qualifications.

## JOB FUNCTIONS

- Safely and efficiently operate the equipment and facilities of the assigned work area to maintain compliance with all applicable local, state and federal permits and regulations
- Monitor Supervisory Control and Data Acquisition (SCADA) and other process control data to stay current with the status of system processes and coordinate adjustments to keep control parameters within normal operating ranges
- Make necessary adjustments to processes to minimize disruptions due to equipment failures or unforeseen conditions
- Monitor equipment by taking necessary readings (e.g. temperature, pressure, pH, flow, etc.); make any required adjustments and accurately record data to ensure complete records are retained
- Communicate with other departments and operators to provide necessary information for various process problems, emergencies and routine updates to ensure continuity of operation
- Assist in taking action to respond to emergency situations, including all reporting and notification
- Keep up-to-date on the WLSSD National Pollutant Discharge Elimination System (NPDES) permit requirements, air permit requirements and process performance
- Conduct routine inspections of plant / system operations and facilities

- Participate in developing and maintaining standard operating procedures (SOP's) for assigned work area
- Perform and record preventative maintenance tasks and checks with assistance of other operators
- Perform minor maintenance and repair of process equipment and facilities to maintain operational efficiency and write work requests to report equipment malfunction requiring more extensive maintenance
- Make regular equipment checks, troubleshoot issues and take appropriate corrective action to minimize process failures
- Sample process streams and perform process control tests according to established procedures and in reaction to emergency situations
- Perform cleaning duties and other related projects to maintain clean and safe working conditions in District facilities
- Maintain a constant awareness of safe work practices; ensure compliance with the District Safety Program to complete work without accidents or injuries
- Assist in the maintenance of the system buildings and grounds and reports areas needing additional maintenance or repair
- Maintain plant / system security and integrity
- Attend in-service training when required
- Complete required training to obtain necessary certification to progress through job family
- Perform related duties as assigned

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- High school diploma or equivalent and two (2) years' work experience in an industrial, manufacturing or related environment; or
- Completion of a degree or diploma program in a relevant technical field
- An equivalent combination of education and experience may also be considered

### **Licenses and Certifications**

- Obtain a Minnesota Pollution Control Agency (MPCA) Class "D" or "S-D" Wastewater / Collection System Operator Certificate within 18 months of hire
- Possess a Class "D" driver's license or equivalent

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of basic math, biology and physical science
- Knowledge of equipment, facilities, materials, methods and procedures used in maintenance activities
- Knowledge of pumps, motors, tools, machinery and equipment
- Knowledge of computer operations and computerized process control systems

- Knowledge of the occupational hazards and safety precautions of the operations of industrial plant equipment and processes
- Skilled in operations of maintenance tools and a variety of equipment
- Ability to utilize good judgment in a manner that is protective of equipment, staff and regulatory requirements
- Ability to locate, troubleshoot and repair minor operational equipment deficiencies
- Ability to interpret basic illustrated equipment and parts breakdowns
- Ability to effectively maintain logs and district records
- Ability to accurately read gauges and meters and to transcribe and interpret this information
- Ability to effectively communicate clearly and concisely both orally and in writing
- Ability to work independently and as part of a team
- Ability to follow oral and written instructions
- Ability to establish and maintain effective working relationships with internal and external stakeholders
- Ability to work in a safe and efficient manner

### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to be mobile over a wide variety of structures and surfaces including ramps, stairs and ladders
- Ability to exert pushing and pulling force upon machinery, equipment and valves and to reach overhead and bend over to operate levers and valves
- Capable of walking, reaching, bending and the ability to stand, kneel, stoop and crouch for extended periods
- Ability to work in and around confined spaces
- Ability to shovel material and operate high pressure water hoses
- Ability to lift and carry supplies and equipment up to 50 pounds and occasionally carry up to 75 pounds
- Medically able to wear an air purifying respirator
- May be required to work a shift schedule that includes days, nights, weekends and holidays

### **WORK ENVIRONMENT**

The work environment described herein is representative of that which an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee may be exposed to the following:

- Wastewater, fumes, gases or airborne particles and toxic or caustic chemicals
- Moving mechanical parts and the potential risk of electrical shock and vibration



- Loud noise and varying work environments, including high heat, and all weather conditions
- Highway and right-of-way hazards, rough terrain, open excavations and trenches

**WESTERN LAKE SUPERIOR SANITARY DISTRICT**

2626 Courtland Street  
Duluth, Minnesota 55806-1894  
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<http://www.wlssd.com>

**MEMORANDUM**

Clear Answers for Clean Water™

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**To:** WLSSD Board

**From:** WLSSD Personnel Committee

**Date:** April 17, 2024

**Subject:** **Approval of Assistant Director Position Addition, Job Description and Pay Grade**

In 2008 the WLSSD Board approved the position of Assistant Director as a short-term assignment to facilitate a seamless transition during the last year of Executive Director Kurt Soderberg's tenure at WLSSD. The use of the Assistant Director position allowed the WLSSD Board to identify the new Executive Director candidate prior to the existing Director's retirement, provided an opportunity for training and allowed time to fill the position(s) vacated by the promotion of an internal candidate and the reassignments and promotions that result from backfilling the resulting vacancies.

Attached is the job description for Assistant Director for your review. It is recommended that this position be paid at a salary grade 12. To provide adequate time for the Board to select their next Executive Director, allow time for training and backfill (if required) it is recommended that the Board approve this job description and pay grade in anticipation of Marian Bohren's May 31, 2025, retirement.

**The Personnel Committee recommends that the WLSSD Board approve the attached job description for Assistant Director at a salary pay grade 12. It is further recommended that the Board approve the addition of filling this position.**

## **ASSISTANT DIRECTOR**

Approved: TBD

### **DEFINITION**

Under the direction of the Executive Director, the Assistant Director is responsible for performing duties that will provide a transition so that the Assistant Director may become Executive Director. The Assistant Director is specifically designated to provide a designated successor to the Executive Director and may perform other functions as assigned by the Board and Executive Director.

### **JOB FUNCTIONS**

The Assistant Director will attend all meetings of the Board and will take on an increasing role to relieve the Executive Director of both day-to-day and Board responsibilities, including the responsibilities established in the enabling legislation and as assigned by the Board.

The primary functions during this position will be learning, leading, and demonstrating proficiency in the District's regulatory, financial, operational, organizational, and public responsibilities. This includes involvement in preparing the annual budget, providing leadership and guidance to District staff for the achievement of District goals in a safe, sustainable, and environmentally responsible manner. This includes communication and coordination with the Board, internal staff, legislators, and external stakeholders.

The Assistant Director shall also perform such other duties as may be prescribed by the Executive Director and/or Board.

### **MINIMUM QUALIFICATIONS**

- Possess a bachelor's degree from an accredited college or university with a major in engineering, business administration, planning, biology, chemistry, or other closely related field
- 10 years of demonstrated progressively responsible management experience in the management of a public utility, water or wastewater facility, or industrial facility
- An equivalent combination of education and experience may also be considered

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of wastewater operations and solid waste management
- Knowledge of regulatory requirements related to wastewater and solid waste operations.
- Knowledge of financial management for Minnesota public entities
- Considerable skill in planning and project management
- Considerable skill in communicating individually and with groups in both public and private setting
- Ability to develop cooperative working relationships with the public, regulators, legislators, WLSSD Board, supervision and bargaining unit employees
- Ability to make sound and responsible decisions

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**MEMORANDUM**

<b>To:</b>	WLSSD Board
<b>From:</b>	WLSSD Personnel Committee
<b>Date:</b>	April 24, 2024
<b>Subject:</b>	<b>Pay Equity Compliance Report</b>

Attached you will find the completed Pay Equity Report for 2024, based on 2023 data. We are required by the 1984 Local Government Pay Equity Act to submit this report every three years. The purpose is to determine whether we are paying female dominated positions comparable to male dominated positions. We do meet all the test requirements established by the State of Minnesota and are in compliance with pay equity. WLSSD has granted an extension to file this report. The report is due to the state on June 17, 2024.

**The Personnel Committee requests that the WLSSD Board approve this report .**

**Pay Equity Implementation Form**

Information entered on this page is not submitted until you click "sign and submit." This page may be printed and shared with your governing body for approval. After you receive approval, you will need to come back to this page, complete the necessary information, then click "sign and submit."

**Part A: Jurisdiction Identification**

Jurisdiction: Western Lake Superior Sanitary District  
2626 Courtland Street  
Duluth

Jurisdiction Type: UTL - Utility

Contact:	Name	Title	Phone	Email
	Kari Brodin	HR Generalist	218-740-4818	kari.brodin@wlssd.com
	Lacie Jurek	HR Director	218-740-4790	lacie.jurek@wlssd.com

**Part B: Official Verification**

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

State Job Match

Describe below if the job evaluation system used is: "The same as last year", "A new system", "A substantially modified system from last year", or another descriptor not listed here: (\*less than 240

characters)

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and

There is no difference  and female classes are not at a disadvantage.

3. An official notice has been posted at:

all facility bulletin boards  
(prominent location) (\*less than 60 characters)

informing employees that the Pay equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Sanitary Board  
(governing body) (\*less than 60 characters)

Laura Ness  
(chief elected official)(\*less than 60 characters)  
Board Chair

(title) (\*less than 60 characters)

Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

**Part C: Total Payroll**

8,856,866.00 is the annual payroll for the calendar year just ended December 31.

Save Changes

Sign & Submit

Return to Test Results

## Compliance Report

Jurisdiction: Western Lake Superior Sanitary District  
2626 Courtland Street

Report Year: 2024  
Case: 1 - 2024 DATA (Private (Jur Only))

Duluth, MN 55806

Contact: Lacie Jurek

Phone: (218) 740-4790

E-Mail: lacie.jurek@wlssd.com

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

### I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	35	18	3	56
# Employees	72	22	9	103
Avg. Max Monthly Pay per employee	6441.28	6995.01		6522.50

### II. STATISTICAL ANALYSIS TEST

#### A. Underpayment Ratio = 114.2857 \*

	Male Classes	Female Classes
a. # At or above Predicted Pay	15	9
b. # Below Predicted Pay	20	9
c. TOTAL	35	18
d. % Below Predicted Pay (b divided by c = d)	57.14	50.00

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

#### B. T-test Results

Degrees of Freedom (DF) = 92	Value of T = 0.788
------------------------------	--------------------

a. Avg. diff. in pay from predicted pay for male jobs = -13

b. Avg. diff. in pay from predicted pay for female jobs = -86

### III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 3.75

B. Avg. # of years to max salary for female jobs = 3.75

### IV. EXCEPTIONAL SERVICE PAY TEST = 83.33 (Result is B divided by A)

A. % of male classes receiving ESP = 80.00 \*

B. % of female classes receiving ESP = 66.67

\*(If 20% or less, test result will be 0.00)

# Job Class Data Entry Verification List

Case: 2024 DATA

Western Lake Superior Sanitary District

LGID: 67

Job Nbr	Class Title	Nbr Males	Nbr Females	Non-Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
1	Gatekeeper	0	4	0	F	102	3519.72	4190.39	3.75	0.00	
2	Receptionist	0	1	0	F	109	3214.72	3833.40	3.75	0.00	
3	Administrative Specialist	0	1	0	F	123	3519.72	4190.39	3.75	0.00	
4	Accounting Clerk	0	1	0	F	137	3656.63	4382.76	3.75	0.00	LONG
5	Transfer Station Attendant	4	0	0	M	146	4003.23	4774.42	3.75	0.00	
6	Inventory Technician	0	1	0	F	153	4190.39	4994.51	3.75	0.00	LONG
7	Senior Transfer Station Attend	0	1	0	F	183	4382.76	5225.00	3.75	0.00	LONG
8	Land Application Operator II	2	0	0	M	194	4569.92	5225.00	3.75	0.00	LONG
9	Land Application Operator	3	0	0	M	194	4350.00	5851.00	3.75	0.00	LONG
10	Treatment Plant Operator 1	5	0	0	M	204	4774.42	5696.37	3.75	0.00	
11	Facilities Operator	1	0	0	M	205	4774.42	5696.37	3.75	0.00	
12	Engineering Technician	1	0	0	M	206	4774.42	5696.37	3.75	0.00	
13	Laboratory Technician	3	0	0	M	207	4994.51	5956.32	3.75	0.00	LONG
14	Maintenance Millwright	7	0	0	M	209	4774.42	5696.37	3.75	0.00	LONG
15	Household Haz. Waste Tech	4	0	0	M	210	4774.42	5696.37	3.75	0.00	LONG
16	Maintenance Welder	1	0	0	M	210	4774.42	5696.37	3.75	0.00	LONG
17	Collection System Operator	3	0	0	M	211	4774.42	5696.37	3.75	0.00	LONG
18	HVAC Mechanic	0	1	0	F	215	4774.42	5696.37	3.75	0.00	
19	Electrician 2	3	0	0	M	215	4774.42	5696.37	3.75	0.00	LONG
20	Treatment Plant Operator 2	1	0	0	M	219	4994.51	5956.32	3.75	0.00	
21	Maintenance Planner/Scheduler	2	0	0	M	223	4994.51	5956.32	3.75	0.00	
22	Buyer	0	1	0	F	228	4994.51	5956.32	3.75	0.00	
23	Accountant	1	1	0	B	230	4994.51	5956.32	3.75	0.00	LONG
24	Instrument Tech	2	0	0	M	233	4994.51	5956.32	3.75	0.00	LONG
25	Sr Engineering Tech	2	0	0	M	233	5225.00	6230.14	3.75	0.00	LONG
26	Environmental Program Coord.	2	3	0	B	238	4994.51	5956.32	3.75	0.00	LONG
27	Chemist	2	0	0	M	238	5464.15	6509.15	3.75	0.00	LONG
28	Treatment Plant Operator 3	1	0	0	M	246	5225.00	6230.14	3.75	0.00	
29	Electrician 3	1	1	0	B	247	5225.00	6230.14	3.75	0.00	LONG
30	Sr. Solid Waste Operator	1	0	0	M	248	5464.15	6509.15	3.75	0.00	LONG
31	Senior Facilities Operator	1	0	0	M	251	5464.15	6509.15	3.75	0.00	LONG
32	Human Resources Generalist	0	1	0	F	252	5227.33	7672.17	0.00	1.00	9/25/2023



### Job Class Data Entry Verification List

Case: 2024 DATA

Western Lake Superior Sanitary District

LGID: 67

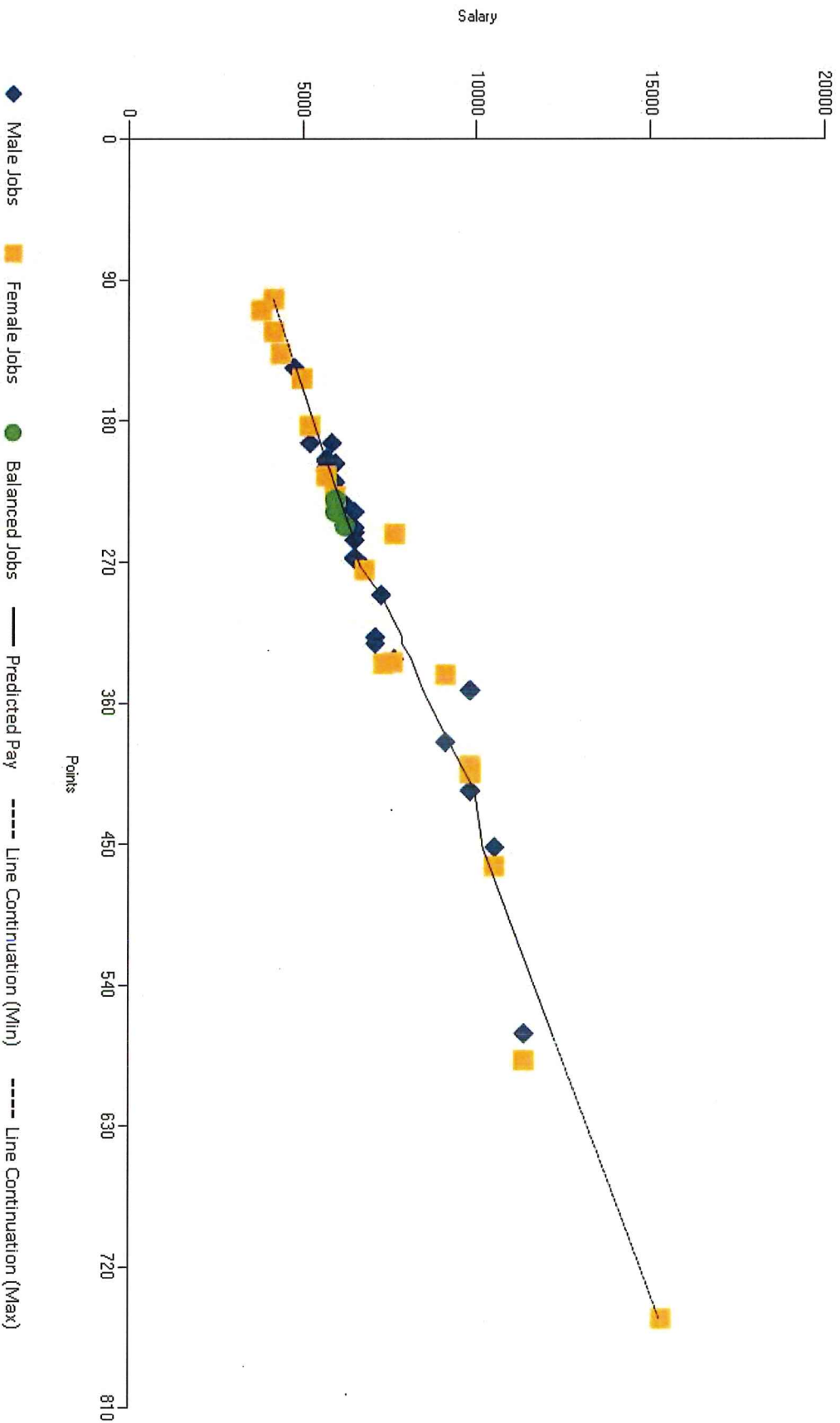
Job Nbr	Class Title	Nbr Males	Nbr Females	Non-Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
33	Senior Treatment Plant Operato	6	0	0	M	256	5464.15	6509.15	3.75	0.00	LONG
34	Senior Planner	1	0	0	M	267	5464.15	6509.15	3.75	0.00	LONG
35	Lead Maintenance Millwright	2	0	0	M	268	5464.15	6509.15	3.75	0.00	LONG
36	Lead Collection System Operato	1	0	0	M	273	5696.37	6802.03	3.75	0.00	LONG
37	Environmental Compliance Speci	0	1	0	F	275	5696.37	6802.03	3.75	0.00	LONG
38	Lead Maintenance Electrician	1	0	0	M	291	5423.00	7282.00	3.75	0.00	LONG
39	Lead Facilities Operator	1	0	0	M	318	5956.32	7108.77	3.75	0.00	LONG
40	Lead Treatment Plant Operator	2	0	0	M	322	5956.32	7108.77	3.75	0.00	LONG
41	Director of Safety & Training	1	0	0	M	332	5245.00	7657.00	0.00	3.00	4/10/2020
42	Laboratory Lead	0	1	0	F	334	5669.00	7610.00	3.75	0.00	LONG
43	Senior Engineer	0	2	0	F	335	5929.00	7353.00	3.75	0.00	LONG
44	Director of Community Relation	0	1	0	F	342	6239.00	9133.50	0.00	1.00	8/1/2022
45	Supervisor of Electrical Maint	1	0	0	M	352	6857.08	9836.25	0.00	3.00	12/1/2020
46	Supervisor of Maintenance & Fa	1	0	0	M	352	6857.08	9836.25	0.00	5.00	4/16/2018
47	Director of Infomation Serv	1	0	0	M	385	6239.00	9133.50	0.00	10.00	12/1/2013
48	Director of Human Resources	0	1	0	F	400	6857.08	9836.25	0.00	1.00	3/1/2022
49	Director of Environmental Serv	0	1	0	F	405	6857.08	9836.25	0.00	3.00	6/1/2020
50	Supervisor of Clean Water & Re	2	0	0	M	416	6857.08	9836.25	0.00	1.00	9/16/2022
51	Director of Solid Waste Servic	1	0	0	M	416	6857.08	9836.25	0.00	4.00	10/13/2019
52	Supervisor of Engineering	1	0	0	M	452	7475.50	10538.67	0.00	3.00	9/16/2020
53	Director of Finance	0	1	0	F	464	7475.50	10538.67	0.00	17.00	5/16/2006
54	Mgr Planning & Tech Services	1	0	0	M	571	8073.50	11381.67	0.00	3.00	11/16/2020
55	Mgr of Ops & Maintenance	0	1	0	F	588	8073.50	11381.67	0.00	3.00	1/1/2021
56	Executive Director	0	1	0	F	753	10876.67	15333.42	0.00	15.00	7/1/2008

Job Number Count: 56



## Predicted Pay Report for: Western Lake Superior Sanitary District

Case: 2024 DATA





## Predicted Pay Report for: Western Lake Superior Sanitary District

Case: 2024 DATA

Job Nbr	Job Title	Nbr		Non-Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
		Males	Females							
1	Gatekeeper	0	4	0	4	Female	102	4190.3900	4170.2662	20.1238
2	Receptionist	0	1	0	1	Female	109	3833.4000	4272.9871	-439.5871
3	Administrative Specialist	0	1	0	1	Female	123	4190.3900	4478.4289	-288.0389
4	Accounting Clerk	0	1	0	1	Female	137	4382.7600	4683.8707	-301.1107
5	Transfer Station Attendant	4	0	0	4	Male	146	4774.4200	4815.7357	-41.3157
6	Inventory Technician	0	1	0	1	Female	153	4994.5100	4918.4566	76.0534
7	Senior Transfer Station Attend	0	1	0	1	Female	183	5225.0000	5349.4536	-124.4536
8	Land Application Operator II	2	0	0	2	Male	194	5225.0000	5522.6830	-297.6830
9	Land Application Operator	3	0	0	3	Male	194	5851.0000	5522.6830	328.3170
10	Treatment Plant Operator 1	5	0	0	5	Male	204	5696.3700	5679.6533	16.7167
11	Facilities Operator	1	0	0	1	Male	205	5696.3700	5695.0918	1.2782
12	Engineering Technician	1	0	0	1	Male	206	5696.3700	5710.5302	-14.1602
13	Laboratory Technician	3	0	0	3	Male	207	5956.3200	5725.4707	230.8493
14	Maintenance Millwright	7	0	0	7	Male	209	5696.3700	5756.8537	-60.4837
15	Household Haz. Waste Tech	4	0	0	4	Male	210	5696.3700	5771.8665	-75.4965
16	Maintenance Welder	1	0	0	1	Male	210	5696.3700	5771.8665	-75.4965
17	Collection System Operator	3	0	0	3	Male	211	5696.3700	5787.3798	-91.0098
18	HVAC Mechanic	0	1	0	1	Female	215	5696.3700	5851.0517	-154.6817
19	Electrician 2	3	0	0	3	Male	215	5696.3700	5851.0517	-154.6817
20	Treatment Plant Operator 2	1	0	0	1	Male	219	5956.3200	5912.0094	44.3106
21	Maintenance Planner/Scheduler	2	0	0	2	Male	223	5956.3200	5972.9672	-16.6472
22	Buyer	0	1	0	1	Female	228	5956.3200	6056.0262	-99.7062
23	Accountant	1	1	0	2	Balanced	230	5956.3200	6087.8897	-131.5697
24	Instrument Tech	2	0	0	2	Male	233	5956.3200	6135.1709	-178.8509
25	Sr Engineering Tech	2	0	0	2	Male	233	6230.1400	6135.1709	94.9691
26	Environmental Program Coord.	2	3	0	5	Balanced	238	5956.3200	6214.3157	-257.9957
27	Chemist	2	0	0	2	Male	238	6509.1500	6214.3157	294.8343
28	Treatment Plant Operator 3	1	0	0	1	Male	246	6230.1400	6340.2277	-110.0877
29	Electrician 3	1	1	0	2	Balanced	247	6230.1400	6356.1595	-126.0195
30	Sr. Solid Waste Operator	1	0	0	1	Male	248	6509.1500	6372.0912	137.0588
31	Senior Facilities Operator	1	0	0	1	Male	251	6509.1500	6419.3725	89.7775
32	Human Resources Generalist	0	1	0	1	Female	252	7672.1700	6435.3042	1236.8658



## Predicted Pay Report for: Western Lake Superior Sanitary District

Case: 2024 DATA

Job Nbr	Job Title	Nbr			Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
		Males	Females	Non-Binary						
33	Senior Treatment Plant Operato	6	0	0	6	Male	256	6509.1500	6466.9015	42.2485
34	Senior Planner	1	0	0	1	Male	267	6509.1500	6591.2317	-82.0817
35	Lead Maintenance Millwright	2	0	0	2	Male	268	6509.1500	6605.1662	-96.0162
36	Lead Collection System Operato	1	0	0	1	Male	273	6802.0300	6675.7273	126.3027
37	Environmental Compliance Speci	0	1	0	1	Female	275	6802.0300	6705.4990	96.5310
38	Lead Maintenance Electrician	1	0	0	1	Male	291	7282.0000	7277.8886	4.1114
39	Lead Facilities Operator	1	0	0	1	Male	318	7108.7700	7887.4498	-778.6798
40	Lead Treatment Plant Operator	2	0	0	2	Male	322	7108.7700	7874.3416	-765.5716
41	Director of Safety & Training	1	0	0	1	Male	332	7657.0000	8146.4545	-489.4545
42	Laboratory Lead	0	1	0	1	Female	334	7610.0000	8178.2284	-568.2284
43	Senior Engineer	0	2	0	2	Female	335	7353.0000	8207.8215	-854.8215
44	Director of Community Relation	0	1	0	1	Female	342	9133.5000	8316.6565	816.8435
45	Supervisor of Electrical Maint	1	0	0	1	Male	352	9836.2500	8487.1369	1349.1131
46	Supervisor of Maintenance & Fa	1	0	0	1	Male	352	9836.2500	8487.1369	1349.1131
47	Director of Infomation Serv	1	0	0	1	Male	385	9133.5000	9236.6269	-103.1269
48	Director of Human Resources	0	1	0	1	Female	400	9836.2500	9587.9624	248.2876
49	Director of Environmental Serv	0	1	0	1	Female	405	9836.2500	9707.7818	128.4682
50	Supervisor of Clean Water & Re	2	0	0	2	Male	416	9836.2500	9963.3435	-127.0935
51	Director of Solid Waste Servic	1	0	0	1	Male	416	9836.2500	9963.3435	-127.0935
52	Supervisor of Engineering	1	0	0	1	Male	452	10538.6700	10192.8957	345.7743
53	Director of Finance	0	1	0	1	Female	464	10538.6700	10388.2332	150.4368
54	Mgr Planning & Tech Services	1	0	0	1	Male	571	11381.6700	12195.4685	-813.7985
55	Mgr of Ops & Maintenance	0	1	0	1	Female	588	11381.6700	12482.4708	-1100.8008
56	Executive Director	0	1	0	1	Female	753	15333.4200	15270.0227	63.3973

Job Number Count: 56

# **Committee Reports**



**MINUTES**  
**Combined Finance & Personnel Committee Meeting**  
**Wednesday, March 20, 2024**  
**11:30 a.m.**

Board Members Present: Jack Ezell, Marcia Podratz, Paul Thomsen, and Jim Aird

Staff Present: Marianne Bohren, Cathy Remington, Paul Swanson, Joe Boutain, and Bev Culver.

Member Thomsen called the meeting to order at 11:30 a.m.

**Monthly Financial Review**

Cathy Remington reviewed the financials for the month of February.

**Resolution 24-03 Approving PFA Loan Application for Secondary Clarifier Improvements, Phase Two.**

**WLSSD staff recommends the Finance Committee approve Resolution 24-03 PFA Loan Application for Secondary Clarifier Improvements, Phase Two.**

**MOTION:** Member Lilly

**SECOND:** Member Schilling

**DISCUSSION:** None

**RESULT:** The motion passed unanimously

**Resolution 24-04 Approving PFA Loan Application for MISC Gravity Interceptor Improvements**

**WLSSD staff recommends the Finance Committee approve Resolution 24-04 PFA Loan Application for MISC Gravity Interceptor**

**MOTION:** Member Ezell

**SECOND:** Member Schilling

**DISCUSSION:** None

**RESULT:** The motion passed unanimously

**Resolution 24-05 Approving PFA Loan Application for MISC Forcemain Improvements**

**WLSSD staff recommends the Finance Committee approve Resolution 24-05 Approving PFA Loan Application for MISC Forcemain Improvements**

**MOTION:** Member Lilly

**SECOND:** Member Podratz

**DISCUSSION:** None

**Result:** The motion passed unanimously

**Resolution 24-06 Approval of the 2024/2025 Chambers of Commerce Membership Dues**

Membership dues for the three area Chambers for 2024/2025 are \$2,587. It has been determined in previous years that these memberships are a benefit to the District.

**WLSSD staff recommends the Finance Committee approve Resolution 24-06 authorizing payment of the 2024/2025 membership dues.**

**MOTION:** Member Podratz

**SECOND:** Member Schilling

**DISCUSSION:** None

**RESULT:** The motion passed unanimously

The meeting was adjourned at 11:37



MINUTES  
 OPERATIONS & PLANNING COMMITTEE MEETING  
 March 19, 2024  
 11:30 a.m.

Board Members Present: Jim Aird, Jack Ezell, Paul Thomsen, Loren Lily, and Rob Schilling,

Staff Present: Marianne Bohren, Brandon Kohlts, Eric King, Carrie Clement, Tim Lundell, Nate Hartman, Pete Douglas, and Bev Culver

Guest Present: Jeff Ubl with Barr Engineering

Member Thomsen called the meeting to order at 11:30 p.m.

**ACTION ITEMS:**

- **Peyton Acres Phase 2 Sanitary Sewer Extension – City of Hermantown**

Dan Belden discussed the Hermantown project which consists of an approximate 2,500-foot extension of 8-inch PVC sanitary sewer. The line is being extended from previous permitted phases 1A, 1B and 1C. The newly constructed sewer will connect to an existing City of Hermantown sanitary sewer. The estimated flow increase for the thirty two lots is 8,320 gallons per day. The proposed sanitary extension will result in new flow to the WLSSD Bayview Heights and West Interceptors.

The City of Hermantown is currently in compliance with the WLSSD Ordinance Establishing Standards for Reduction of Inflow and Infiltration. This project will have minimal impact on the capacity of the downstream collections.

**RECOMMENDATION:**

WLSSD staff recommends the Operations and Planning Committee approve the City of Hermantown sewer extension request and authorize staff to forward the application to the WLSSD Board of Directors for consideration at the April 29<sup>th</sup> Board meeting.

**ACTION:**

Motion by Member Ezell, second by Aird to approve the City of Hermantown, Peyton Acres Phase 2A, 3 & 4 Sanitary Sewer Extension.

- **Board Approval of Letter of Support for St. Louis County: Regional Municipal Solid Waste Disposal Facility**

Brandon Kohlts talked about the letter of support for a regional municipal solid waste disposal facility. WLSSD is supportive of a facility that would improve logistics, help support recycling, and be environmentally and economically beneficial to WLSSD, it's residents and the State of Minnesota. WLSSD currently disposes of approximately 47,689 tons of MSW on an annual basis. This volume could be available for disposal at a regional facility if the economics and environmental factors are favorable to the District. WLSSD is

aware of existing opportunities provided by St. Louis County for regional waste disposal and recyclable materials processing in Virginia, Minnesota.

**RECOMMENDATION:**

WLSSD staff recommends that the Operations and Planning Committee approve providing a letter of support on behalf of the District Board of Directors supporting existing and future regional MSW disposal capacity, state of the art onsite leachate treatment, and recyclable material processing at the St. Louis County Regional Landfill in Virginia, MN.

**ACTION:**

Member Aird approved, second by Member Lilly to approve sending a letter of approval for St. Louis County regional municipal solid waste disposal facility.

**PROJECT UPDATES:**

- Nate Hartman discussed the Wrenshall Force Main Break on 03/08/2024. The pumps were turned off and pumper trucks were hired to remove water from the wet well and haul to Scanlon. 12 feet of force main and 1 hole was uncovered. The ponding water was vactored out and disposed of. The repair clamp was installed on the pipe. The pumps were turned on and tested for leaks. The site was backfilled and fenced off. The contractor will return to do final landscaping and seeding in a few weeks.
- Hartman also provided an update on the C001 Knife Gate Valve. All indications suggest the valve failure was due to over torquing of the valve. The Bypass contractor provided a proposal to replace the valve without the need for a bypass. The district is moving forward with hiring Rangeline directly and replacing the valve.
- Eric King gave an update on the CHP, Thickener, and Building 8 office projects.
- Carrie Clement discussed the cause analysis for the recent near miss accident at the mines. Suggestions were made and possible replacement of end dumps with live bottom dumps will be discussed at a future meeting.
- Marianne Bohren gave an update on the status of the Administrative Penalty Order discussions.

The meeting was adjourned at 11:55 a.m.



# Reporting

**WESTERN LAKE SUPERIOR SANITARY DISTRICT**

**FINANCIAL STATEMENT**

**March 2024**

	<u><b>Page</b></u>
Wastewater Schedule of Revenues and Expenses	1
Wastewater Flows and Loads	2-4
Solid Waste Schedule of Revenues and Expenses	5
Total District Schedule of Revenues and Expenses	6
Total District Revenue Statement	7-8
Total District Expense Statement	9-10
Balance Sheet	11-12

**Western Lake Superior Sanitary District  
Wastewater  
Schedule of Revenue & Expense (Allocation)  
For Period Ending March 31, 2024**

Acct	Description	Annual Budget 2024	Month Budget	Month Actual	Variance	Act/Bud	YTD Budget 2024	YTD Actual	Variance	Act/Bud
	Capacity Availability Fee	500,000	8,760	11,054	2,294	126%	12,047	25,455	13,408	211%
	Wastewater Municipality Revenue	12,810,969	1,067,583	1,067,583	0	100%	3,202,749	3,202,749	0	100%
	Hauled Waste	447,000	29,884	33,418	3,534	112%	59,599	72,009	12,410	121%
	Wastewater Industrial Revenue	16,636,095	1,405,008	1,484,915	79,907	106%	4,151,393	4,186,050	34,657	101%
	District Wide Allocation	368,000	0	0	0	0%	0	0	0	0%
	Miscellaneous	32,250	3,573	3,311	(262)	93%	6,466	4,951	(1,515)	77%
33700	Investment Earnings	400,000	31,763	64,777	33,014	204%	86,692	192,316	105,624	222%
	<b>Revenue</b>	<b>31,194,314</b>	<b>2,546,571</b>	<b>2,665,060</b>	<b>118,489</b>	<b>105%</b>	<b>7,518,946</b>	<b>7,683,531</b>	<b>164,585</b>	<b>102%</b>
	Salaries, Wages and Compensation	7,307,188	608,184	540,229	67,956	89%	1,812,854	1,674,949	137,905	92%
	Overtime	364,763	27,866	30,306	(2,440)	109%	87,771	104,488	(16,717)	119%
	Benefits	3,311,426	259,323	229,275	30,049	88%	1,005,527	892,789	112,738	89%
	<b>Payroll and Benefits</b>	<b>10,983,377</b>	<b>895,374</b>	<b>799,810</b>	<b>95,564</b>	<b>89%</b>	<b>2,906,152</b>	<b>2,672,226</b>	<b>233,926</b>	<b>92%</b>
	Electricity	3,855,274	331,999	291,367	40,632	88%	983,950	906,467	77,483	92%
	Other Utilities and Fuels	574,291	46,443	25,096	21,347	54%	137,573	121,612	15,961	88%
	Fuel Oil	1,368	114	205	(91)	180%	342	497	(155)	145%
	Natural Gas	144,970	17,121	16,070	1,051	94%	83,105	67,993	15,112	82%
	<b>Utilities and Fuel</b>	<b>4,575,902</b>	<b>395,677</b>	<b>332,739</b>	<b>62,938</b>	<b>84%</b>	<b>1,204,970</b>	<b>1,096,569</b>	<b>108,401</b>	<b>91%</b>
	Repair and Maintenance	847,434	68,909	47,351	21,557	69%	173,155	192,871	(19,716)	111%
	Insurance	170,940	14,245	(8,158)	22,403	-57%	42,735	22,957	19,778	54%
	Solid Waste & Grit Disposals	16,242	987	1,034	(47)	105%	2,095	2,592	(497)	124%
	Contract Services	1,143,513	78,222	77,733	489	99%	273,672	280,459	(6,787)	102%
	Supplies	422,655	34,681	23,302	11,379	67%	102,512	73,167	29,345	71%
	Chemicals	2,642,402	156,051	115,635	40,416	74%	417,525	400,342	17,183	96%
	Other Expense	908,605	132,672	59,119	73,553	45%	307,270	273,241	34,029	89%
	<b>Other Direct Expenses</b>	<b>6,151,791</b>	<b>485,766</b>	<b>316,017</b>	<b>169,750</b>	<b>65%</b>	<b>1,318,965</b>	<b>1,245,629</b>	<b>73,336</b>	<b>94%</b>
	<b>Non-Payroll Expenses</b>	<b>10,727,693</b>	<b>881,443</b>	<b>648,755</b>	<b>232,688</b>	<b>74%</b>	<b>2,523,935</b>	<b>2,342,198</b>	<b>181,737</b>	<b>93%</b>
	<b>O &amp; M Expenses</b>	<b>21,711,070</b>	<b>1,776,817</b>	<b>1,448,565</b>	<b>328,252</b>	<b>82%</b>	<b>5,430,087</b>	<b>5,014,424</b>	<b>415,663</b>	<b>92%</b>
	Capital Projects	3,500,000	291,667	291,667	0	100%	875,001	875,001	0	100%
	Investment Earnings Construction	(360,000)	(35,720)	(43,469)	7,749	122%	(88,623)	(145,747)	57,124	164%
	Investment Earnings - Debt Service	(720,000)	(59,723)	(112,293)	52,570	188%	(156,419)	(331,975)	175,556	212%
	Debt Service	8,986,560	748,880	748,880	0	100%	2,246,640	2,246,640	0	100%
	<b>Total Expenses</b>	<b>33,117,630</b>	<b>2,721,921</b>	<b>2,333,350</b>	<b>388,571</b>	<b>86%</b>	<b>8,306,686</b>	<b>7,658,343</b>	<b>648,343</b>	<b>92%</b>
	<b>Net Surplus</b>	<b>(1,923,316)</b>	<b>(175,350)</b>	<b>331,710</b>	<b>(507,060)</b>	<b>-189%</b>	<b>(787,740)</b>	<b>25,188</b>	<b>(812,928)</b>	<b>-3%</b>

	BUDGET	AVG THROUGH	VARIANCE
	2024	3/31/2024	
DULUTH	12.700	11.049	(1.651)
CLOQUET	1.000	0.724	(0.276)
HERMANTOWN	0.650	0.626	(0.024)
PROCTOR	0.400	0.321	(0.079)
ESKO	0.2062	0.146	(0.061)
(Includes Helb/Lars)			
SCANLON	0.169	0.158	(0.011)
CARLTON	0.150	0.129	(0.021)
THOMSON	0.008	0.008	(0.000)
(City only)			
TWIN LAKES	0.040	0.030	(0.010)
RICE LAKE	0.060	0.050	(0.010)
OLIVER	0.022	0.017	(0.006)
PIKE LAKE	0.100	0.080	(0.020)
KNIFE RIVER	0.022	0.016	(0.007)
MPCA LANDFILL	0.003	0.003	(0.000)
WRENSHALL	0.030	0.028	(0.002)
JAY COOKE	0.002	0.0009	(0.001)
BUFFALO/MIDWAY	0.0030	0.005	0.0015
DULUTH/NORTH SHO	0.050	0.045	(0.005)
MUNICIPAL SUBTOT	<b>15.615</b>	<b>13.433</b>	<b>(2.182)</b>
SAPPI	17.000	16.945	(0.055)
USG	0.550	0.381	(0.169)
SOFIDEL AMERICA	2.250	1.423	(0.827)
SPECIALTY MINERAL	0.200	0.199	(0.001)
INDUSTRIAL SUBTOT	<b>20.000</b>	<b>18.948</b>	<b>(1.052)</b>
TOTAL FLOW	<b>35.615</b>	<b>32.382</b>	<b>(3.234)</b>

**Western Lake Superior Sanitary District  
Solid Waste  
Schedule of Revenue & Expense (Allocation)  
For Period Ending March 31, 2024**

Acct	Description	Annual Budget 2024	Month Budget	Month Actual	Variance	Act/Bud	YTD Budget 2024	YTD Actual	Variance	Act/Bud
	Miscellaneous	0	0	1	1	0%	0	2	2	0%
	Solid Waste Tipping Fees	7,398,490	566,553	457,462	(109,091)	81%	1,563,648	1,416,463	(147,185)	91%
	Solid Waste MRC Demo	533,545	26,650	41,638	14,988	156%	63,822	98,446	34,624	154%
	Solid Waste Service Fees	2,780,000	236,961	227,794	(9,167)	96%	676,328	686,464	10,136	101%
	HHW Revenue	435,500	37,717	48,713	10,996	129%	45,104	61,660	16,556	137%
	Recycling Revenue	4,000	553	0	(553)	0%	726	265	(461)	37%
	Yard Waste Revenue	127,170	0	18	18	0%	0	116	116	0%
	Property Taxes	1,148,763	95,730	95,730	0	100%	287,190	289,108	1,918	101%
	SW Operating Grants	418,038	0	0	0	0%	0	0	0	0%
33700	Investment Earnings	49,000	4,083	11,431	7,348	280%	12,249	33,938	21,689	277%
	<b>Revenue</b>	<b>12,894,506</b>	<b>968,247</b>	<b>882,788</b>	<b>(85,459)</b>	<b>91%</b>	<b>2,649,067</b>	<b>2,586,462</b>	<b>(62,605)</b>	<b>98%</b>
	Salaries, Wages and Compensation	2,397,072	200,381	168,556	31,824	84%	595,168	511,623	83,545	86%
	Overtime	57,737	2,767	3,071	(304)	111%	7,053	12,241	(5,188)	174%
	Benefits	1,116,669	96,818	82,352	14,466	85%	338,998	293,193	45,804	86%
	<b>Payroll and Benefits</b>	<b>3,571,478</b>	<b>299,965</b>	<b>253,980</b>	<b>45,985</b>	<b>85%</b>	<b>941,218</b>	<b>817,057</b>	<b>124,161</b>	<b>87%</b>
	Electricity	59,813	5,456	4,412	1,044	81%	17,016	14,071	2,945	83%
	Other Utilities and Fuels	59,365	5,081	4,055	1,026	80%	14,443	12,780	1,664	88%
	Fuel Oil	2,800	350	0	350	0%	1,550	0	1,550	0%
	Natural Gas	10,000	1,200	546	654	45%	4,200	3,004	1,196	72%
	<b>Utilities and Fuel</b>	<b>131,979</b>	<b>12,087</b>	<b>9,013</b>	<b>3,074</b>	<b>75%</b>	<b>37,209</b>	<b>29,854</b>	<b>7,354</b>	<b>80%</b>
	Repair and Maintenance	48,566	4,258	2,539	1,719	60%	11,346	13,786	(2,441)	122%
	Insurance	93,960	7,830	(4,484)	12,314	-57%	23,490	12,619	10,871	54%
	Solid Waste & Grit Disposals	7,545,021	578,743	479,411	99,332	83%	1,574,664	1,423,541	151,123	90%
	Contract Services	1,080,579	83,737	68,198	15,539	81%	192,217	178,218	13,999	93%
	Supplies	105,687	11,077	6,834	4,243	62%	21,674	21,666	8	100%
	Other Expense	852,550	46,459	31,869	14,590	69%	272,276	119,594	152,682	44%
	<b>Other Direct Expenses</b>	<b>9,726,363</b>	<b>732,105</b>	<b>584,367</b>	<b>147,737</b>	<b>80%</b>	<b>2,095,666</b>	<b>1,769,423</b>	<b>326,243</b>	<b>84%</b>
	<b>Non-Payroll Expenses</b>	<b>9,858,342</b>	<b>744,192</b>	<b>593,380</b>	<b>150,812</b>	<b>80%</b>	<b>2,132,875</b>	<b>1,799,278</b>	<b>333,597</b>	<b>84%</b>
	<b>O &amp; M Expenses</b>	<b>13,429,820</b>	<b>1,044,157</b>	<b>847,360</b>	<b>196,797</b>	<b>81%</b>	<b>3,074,093</b>	<b>2,616,335</b>	<b>457,758</b>	<b>85%</b>
	Capital Projects	170,000	14,167	14,167	0	100%	42,501	42,501	0	100%
	Investment Earnings Construction	(35,000)	(2,917)	(7,448)	4,531	255%	(8,751)	(22,435)	13,684	256%
	Transfer Stat Capital	118,257	9,228	5,812	3,416	63%	25,397	16,860	8,537	66%
	<b>Total Expenses</b>	<b>13,683,077</b>	<b>1,064,635</b>	<b>859,891</b>	<b>204,743</b>	<b>81%</b>	<b>3,133,240</b>	<b>2,653,262</b>	<b>479,978</b>	<b>85%</b>
	<b>Net Surplus</b>	<b>(788,571)</b>	<b>(96,388)</b>	<b>22,897</b>	<b>(119,284)</b>	<b>-24%</b>	<b>(484,173)</b>	<b>(66,799)</b>	<b>(417,374)</b>	<b>14%</b>

**Western Lake Superior Sanitary District  
Total District  
Schedule of Revenue & Expense (Allocation)  
For Period Ending March 31, 2024**

Acct	Description	Annual Budget 2024	Month Budget	Month Actual	Variance	Act/Bud	YTD Budget 2024	YTD Actual	Variance	Act/Bud
	Capacity Availability Fee	500,000	8,760	11,054	2,294	126%	12,047	25,455	13,408	211%
	Wastewater Municipality Revenue	12,810,969	1,067,583	1,067,583	0	100%	3,202,749	3,202,749	0	100%
	Hauled Waste	447,000	29,884	33,418	3,534	112%	59,599	72,009	12,410	121%
	Wastewater Industrial Revenue	16,636,095	1,405,008	1,484,915	79,907	106%	4,151,393	4,186,050	34,657	101%
	District Wide Allocation	368,000	0	0	0	0%	0	0	0	0%
	Miscellaneous	32,250	3,573	3,312	(261)	93%	6,466	4,953	(1,513)	77%
	Solid Waste Tipping Fees	7,398,490	566,553	457,462	(109,091)	81%	1,563,648	1,416,463	(147,185)	91%
	Solid Waste MRC Demo	533,545	26,650	41,638	14,988	156%	63,822	98,446	34,624	154%
	Solid Waste Service Fees	2,780,000	236,961	227,794	(9,167)	96%	676,328	686,464	10,136	101%
	HHW Revenue	435,500	37,717	48,713	10,996	129%	45,104	61,660	16,556	137%
	Recycling Revenue	4,000	553	0	(553)	0%	726	265	(461)	37%
	Yard Waste Revenue	127,170	0	18	18	0%	0	116	116	0%
	Property Taxes	1,148,763	95,730	95,730	0	100%	287,190	289,108	1,918	101%
	SW Operating Grants	418,038	0	0	0	0%	0	0	0	0%
33700	Investment Earnings	449,000	35,846	76,209	40,363	213%	98,941	226,254	127,313	229%
	<b>Revenue</b>	<b>44,088,820</b>	<b>3,514,818</b>	<b>3,547,848</b>	<b>33,030</b>	<b>101%</b>	<b>10,168,013</b>	<b>10,269,993</b>	<b>101,980</b>	<b>101%</b>
	Salaries, Wages and Compensation	9,704,260	808,565	708,785	99,780	88%	2,408,022	2,186,573	221,449	91%
	Overtime	422,500	30,633	33,378	(2,745)	109%	94,824	116,729	(21,905)	123%
	Benefits	4,428,095	356,141	311,627	44,514	88%	1,344,524	1,185,982	158,542	88%
	<b>Payroll and Benefits</b>	<b>14,554,855</b>	<b>1,195,339</b>	<b>1,053,790</b>	<b>141,549</b>	<b>88%</b>	<b>3,847,370</b>	<b>3,489,283</b>	<b>358,087</b>	<b>91%</b>
	Electricity	3,915,087	337,455	295,779	41,676	88%	1,000,966	920,538	80,428	92%
	Other Utilities and Fuels	633,656	51,524	29,151	22,373	57%	152,016	134,392	17,624	88%
	Fuel Oil	4,168	464	205	259	44%	1,892	497	1,395	26%
	Natural Gas	154,970	18,321	16,616	1,705	91%	87,305	70,996	16,309	81%
	<b>Utilities and Fuel</b>	<b>4,707,881</b>	<b>407,764</b>	<b>341,751</b>	<b>66,013</b>	<b>84%</b>	<b>1,242,179</b>	<b>1,126,423</b>	<b>115,756</b>	<b>91%</b>
	Repair and Maintenance	896,000	73,167	49,890	23,277	68%	184,501	206,658	(22,157)	112%
	Insurance	264,900	22,075	(12,642)	34,717	-57%	66,225	35,575	30,650	54%
	Solid Waste & Grit Disposals	7,561,263	579,730	480,445	99,285	83%	1,576,759	1,426,132	150,627	90%
	Contract Services	2,224,092	161,959	145,930	16,029	90%	465,889	458,678	7,211	98%
	Supplies	528,342	45,758	30,136	15,622	66%	124,186	94,832	29,354	76%
	Chemicals	2,642,402	156,051	115,635	40,416	74%	417,525	400,342	17,183	96%
	Other Expense	1,761,155	179,131	90,988	88,143	51%	579,546	392,835	186,711	68%
	<b>Other Direct Expenses</b>	<b>15,878,154</b>	<b>1,217,871</b>	<b>900,384</b>	<b>317,487</b>	<b>74%</b>	<b>3,414,631</b>	<b>3,015,053</b>	<b>399,578</b>	<b>88%</b>
	<b>Non-Payroll Expenses</b>	<b>20,586,035</b>	<b>1,625,635</b>	<b>1,242,135</b>	<b>383,500</b>	<b>76%</b>	<b>4,656,810</b>	<b>4,141,476</b>	<b>515,334</b>	<b>89%</b>
	<b>O &amp; M Expenses</b>	<b>35,140,890</b>	<b>2,820,974</b>	<b>2,295,925</b>	<b>525,049</b>	<b>81%</b>	<b>8,504,180</b>	<b>7,630,759</b>	<b>873,421</b>	<b>90%</b>
	Capital Projects	3,670,000	305,834	305,834	0	100%	917,502	917,502	0	100%
	Investment Earnings Construction	(395,000)	(38,637)	(50,917)	12,280	132%	(97,374)	(168,182)	70,808	173%
	Investment Earnings - Debt Service	(720,000)	(59,723)	(112,293)	52,570	188%	(156,419)	(331,975)	175,556	212%
	Transfer Stat Capital	118,257	9,228	5,812	3,416	63%	25,397	16,860	8,537	66%
	Debt Service	8,986,560	748,880	748,880	0	100%	2,246,640	2,246,640	0	100%
	<b>Total Expenses</b>	<b>46,800,707</b>	<b>3,786,556</b>	<b>3,193,241</b>	<b>593,315</b>	<b>84%</b>	<b>11,439,926</b>	<b>10,311,604</b>	<b>1,128,322</b>	<b>90%</b>
	<b>Net Surplus</b>	<b>(2,711,887)</b>	<b>(271,738)</b>	<b>354,607</b>	<b>(626,345)</b>	<b>-130%</b>	<b>(1,271,913)</b>	<b>(41,612)</b>	<b>(1,230,301)</b>	<b>3%</b>

**Western Lake Superior Sanitary District**  
**Total District**  
**Revenue Statement**  
**For Period Ending March 31, 2024**

Acct	Description	Annual Budget 2024	Month Budget	Month Actual	Variance	Act/Bud	YTD Budget 2024	YTD Actual	Variance	Act/Bud
33000	WWT Charge-Duluth	9,997,232	833,103	833,103	0	100%	2,499,309	2,499,309	0	100%
33020	WWT Charge-Cloquet	1,031,173	85,931	85,931	0	100%	257,793	257,793	0	100%
33040	WWT Charge-Proctor	352,912	29,409	29,409	0	100%	88,227	88,227	0	100%
33060	WWT Charge-Hermantown	622,078	51,840	51,840	0	100%	155,520	155,520	0	100%
33080	WWT Charge-Scanlon	147,966	12,331	12,331	0	100%	36,993	36,993	0	100%
33100	WWT Charge-Thomson Twn	174,696	14,558	14,558	0	100%	43,674	43,674	0	100%
33120	WWT Charge-Carlton	125,852	10,488	10,488	0	100%	31,464	31,464	0	100%
33140	WWT Charge-Wrenshall	27,730	2,311	2,311	0	100%	6,933	6,933	0	100%
33150	WWT Charge-Twin Lakes	68,920	5,743	5,743	0	100%	17,229	17,229	0	100%
33160	WWT Charge-Thomson City	9,170	764	764	0	100%	2,292	2,292	0	100%
33170	WWT Charge-Oliver	19,495	1,625	1,625	0	100%	4,875	4,875	0	100%
33180	WWT Charge-Jay Cooke	2,462	205	205	0	100%	615	615	0	100%
33190	WWT Charge-Pike Lake	87,570	7,298	7,298	0	100%	21,894	21,894	0	100%
33210	WWT Charge-North Shore	50,862	4,239	4,239	0	100%	12,717	12,717	0	100%
33213	WWT Charge-MPCA Landfill	9,209	767	767	0	100%	2,301	2,301	0	100%
33214	WWT Charge-Midway	4,676	390	390	0	100%	1,170	1,170	0	100%
33215	WWT Charge-Knife River	21,331	1,778	1,778	0	100%	5,334	5,334	0	100%
33220	WWT Charge-Rice Lake	57,635	4,803	4,803	0	100%	14,409	14,409	0	100%
<b>Wastewater Municipality Revenue</b>		<b>12,810,969</b>	<b>1,067,583</b>	<b>1,067,583</b>	<b>0</b>	<b>100%</b>	<b>3,202,749</b>	<b>3,202,749</b>	<b>0</b>	<b>100%</b>
33450	WWT Charge-Sofidel America	2,215,099	198,096	188,636	(9,460)	95%	450,111	313,438	(136,673)	70%
33360	WWT Charge-Sappi	13,189,080	1,114,424	1,219,578	105,154	109%	3,290,997	3,520,480	229,483	107%
33380	WWT Charge-USG	915,114	77,328	56,240	(21,088)	73%	228,339	162,432	(65,907)	71%
33420	WWT Charge-Spec Minerals	179,711	15,160	20,462	5,302	135%	44,855	44,203	(652)	99%
33440	WWT Charge-ST Paper 1	137,091	0	0	0	0%	137,091	145,497	8,406	106%
<b>Wastewater Industry Revenue</b>		<b>16,636,095</b>	<b>1,405,008</b>	<b>1,484,915</b>	<b>79,907</b>	<b>106%</b>	<b>4,151,393</b>	<b>4,186,050</b>	<b>34,657</b>	<b>101%</b>
33510	WWT Charge-Permits	750	173	3,300	3,127	1908%	202	3,300	3,098	1634%
33520	WWT Charge-Hauled Waste	447,000	29,884	33,418	3,534	112%	59,599	72,009	12,410	121%
33530	Capacity Availability Fee	500,000	8,760	11,054	2,294	126%	12,047	25,455	13,408	211%
33540	Biosolids Revenue	30,000	3,400	0	(3,400)	0%	6,264	1,371	(4,893)	22%
<b>Wastewater Misc Revenue</b>		<b>977,750</b>	<b>42,217</b>	<b>47,773</b>	<b>5,556</b>	<b>113%</b>	<b>78,112</b>	<b>102,135</b>	<b>24,023</b>	<b>131%</b>
33600	Tipping Fee-District	4,528,086	353,339	304,266	(49,073)	86%	972,445	957,330	(15,115)	98%
33605	SW Unacceptable Revenue	0	0	1,250	1,250	0%	0	3,660	3,660	0%
33610	Tipping Fee-Self Haul	3,300	258	0	(258)	0%	710	43	(667)	6%
33615	SW Unacceptable Ticket Fine Re	0	0	4,800	4,800	0%	0	13,000	13,000	0%
33660	Tipping Fee-Carlton	1,043,597	79,596	60,382	(19,214)	76%	215,872	184,086	(31,786)	85%
33665	Tipping Fee-Superior	567,227	44,928	31,112	(13,816)	69%	127,520	94,894	(32,626)	74%
33675	Tipping Fee-Cook Cty	383,304	23,894	11,149	(12,745)	47%	67,236	35,943	(31,293)	53%
33680	Tipping Fee-Lake Cty	580,282	42,807	27,268	(15,539)	64%	119,239	78,300	(40,939)	66%
33685	SW Permits/Licenses	1,000	83	925	842	1114%	249	925	676	371%
33720	Admin Fee-District	85,829	6,697	5,777	(920)	86%	18,432	17,462	(970)	95%
33721	Admin Fee-Carlton Cty	34,417	2,625	1,837	(788)	70%	7,119	5,553	(1,566)	78%
33722	Admin Fee-Superior	19,339	1,532	1,069	(463)	70%	4,348	2,871	(1,477)	66%
33723	Admin Fee-Cook Cty	13,068	815	648	(167)	80%	2,293	2,138	(155)	93%
33724	Admin Fee-Lake Cty	19,784	1,459	1,167	(292)	80%	4,065	3,397	(668)	84%
33725	Capital Fee-District	17,948	1,401	726	(675)	52%	3,855	2,107	(1,748)	55%
33726	Capital Fee-Carlton Cty	30,721	1,962	1,240	(722)	63%	5,743	3,546	(2,197)	62%
33727	Capital Fee-Superior	25,785	2,042	1,426	(616)	70%	5,797	3,828	(1,969)	66%
33728	Capital Fee-Cook Cty	17,424	1,086	864	(222)	80%	3,056	2,850	(206)	93%
33729	Capital Fee-Lake Cty	26,379	1,946	1,556	(390)	80%	5,420	4,529	(891)	84%
33730	SW Ordinance Late Charge	1,000	83	0	(83)	0%	249	0	(249)	0%
<b>Solid Waste Tipping Fees</b>		<b>7,398,490</b>	<b>566,553</b>	<b>457,462</b>	<b>(109,091)</b>	<b>81%</b>	<b>1,563,648</b>	<b>1,416,463</b>	<b>(147,185)</b>	<b>91%</b>
33630	MRC-Demo, Mixed Waste	533,545	26,650	41,638	14,988	156%	63,822	98,446	34,624	154%
<b>Solid Waste MRC Demo</b>		<b>533,545</b>	<b>26,650</b>	<b>41,638</b>	<b>14,988</b>	<b>156%</b>	<b>63,822</b>	<b>98,446</b>	<b>34,624</b>	<b>154%</b>
33690	Serv Fee-District	2,690,000	216,961	210,294	(6,667)	97%	656,328	668,547	12,219	102%
33695	Serv Fee-Carlton Out	10,000	0	0	0	0%	0	0	0	0%
33698	Serv Fee-Other	80,000	20,000	17,500	(2,500)	88%	20,000	17,917	(2,083)	90%
<b>Solid Waste Service Fees</b>		<b>2,780,000</b>	<b>236,961</b>	<b>227,794</b>	<b>(9,167)</b>	<b>96%</b>	<b>676,328</b>	<b>686,464</b>	<b>10,136</b>	<b>101%</b>
33801	Property Tax-St Louis Cty	952,438	79,370	79,370	0	100%	238,110	239,754	1,644	101%
33802	Property Tax-Carlton Cty	196,325	16,360	16,360	0	100%	49,080	49,354	274	101%
<b>Property Taxes</b>		<b>1,148,763</b>	<b>95,730</b>	<b>95,730</b>	<b>0</b>	<b>100%</b>	<b>287,190</b>	<b>289,108</b>	<b>1,918</b>	<b>101%</b>
33700	Investment Earnings	449,000	35,846	76,209	40,363	213%	98,941	226,254	127,313	229%
33701	Investment Earn-Const	395,000	38,637	50,917	12,280	132%	97,374	168,182	70,808	173%
33702	Investment Earn-Ds	720,000	59,723	112,293	52,570	188%	156,419	331,975	175,556	212%
<b>Investment Earnings</b>		<b>1,564,000</b>	<b>134,206</b>	<b>239,418</b>	<b>105,212</b>	<b>178%</b>	<b>352,734</b>	<b>726,411</b>	<b>373,677</b>	<b>206%</b>
33800	District-Wide	368,000	0	0	0	0%	0	0	0	0%
33850	Capital Contributions	750	144	0	(144)	0%	144	2,098	1,954	1457%
33950	Miscellaneous	1,500	0	0	0	0%	0	0	0	0%
<b>Other Income</b>		<b>370,250</b>	<b>144</b>	<b>0</b>	<b>(144)</b>	<b>0%</b>	<b>144</b>	<b>2,098</b>	<b>1,954</b>	<b>1457%</b>
33641	HHW Rev-Batteries	3,000	355	636	281	179%	991	636	(355)	64%
33642	HHW Fees-Vsqg	22,000	1,381	3,304	1,923	239%	3,913	8,233	4,320	210%
33643	HHW Fees-Paint Care	180,000	0	(288)	(288)	0%	0	(288)	(288)	0%
33648	HHW Rev-Dept Of Ag	13,000	0	0	0	0%	4,219	4,018	(201)	95%

**Western Lake Superior Sanitary District  
Total District  
Revenue Statement  
For Period Ending March 31, 2024**

Acct	Description	Annual Budget 2024	Month Budget	Month Actual	Variance	Act/Bud	YTD Budget 2024	YTD Actual	Variance	Act/Bud
33650	HHW Contract-Regional	150,000	30,618	39,199	8,581	128%	30,618	43,199	12,581	141%
33655	HHW Service Fees	67,500	5,363	5,862	499	109%	5,363	5,862	499	109%
33900	HHW-State Grant	68,038	0	0	0	0%	0	0	0	0%
	<b>HHW Revenue</b>	<b>503,538</b>	<b>37,717</b>	<b>48,713</b>	<b>10,996</b>	<b>129%</b>	<b>45,104</b>	<b>61,660</b>	<b>16,556</b>	<b>137%</b>
33640	Recycling Revenue	4,000	553	0	(553)	0%	726	265	(461)	37%
33890	State Grant-Score	350,000	0	0	0	0%	0	0	0	0%
	<b>Recycling Revenue</b>	<b>354,000</b>	<b>553</b>	<b>0</b>	<b>(553)</b>	<b>0%</b>	<b>726</b>	<b>265</b>	<b>(461)</b>	<b>37%</b>
33637	Yard Waste Revenue	127,170	0	18	18	0%	0	116	116	0%
	<b>Yard Waste Revenue</b>	<b>127,170</b>	<b>0</b>	<b>18</b>	<b>18</b>	<b>0%</b>	<b>0</b>	<b>116</b>	<b>116</b>	<b>0%</b>
33944	Finance Charge Revenue	0	0	12	12	0%	0	282	282	0%
	<b>Miscellaneous</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>12</b>	<b>0%</b>	<b>0</b>	<b>282</b>	<b>282</b>	<b>0%</b>
	<b>Total Revenue</b>	<b>45,204,570</b>	<b>3,613,322</b>	<b>3,711,058</b>	<b>97,736</b>	<b>103%</b>	<b>10,421,950</b>	<b>10,772,248</b>	<b>350,298</b>	<b>103%</b>



**Western Lake Superior Sanitary District  
Total District  
Expense Statement  
For Period Ending March 31, 2024**

Acct	Description	Annual Budget 2024	Month Budget	Month Actual	Variance	Act/Bud	YTD Budget 2024	YTD Actual	Variance	Act/Bud
44010	Direct Wages	8,138,318	706,761	596,517	110,244	84%	2,028,261	1,775,098	253,163	88%
44020	Sunday Premium	70,472	5,872	5,251	621	89%	17,616	15,564	2,052	88%
44040	Shift	12,453	1,054	1,827	(773)	173%	3,099	5,090	(1,991)	164%
44050	Vacation	704,366	59,666	53,053	6,614	89%	175,066	138,820	36,246	79%
44060	Holiday	362,978	0	4,201	(4,201)	0%	80,660	111,368	(30,708)	138%
44070	Personal Leave	109,641	9,286	7,345	1,941	79%	27,252	22,012	5,240	81%
44080	Sick	306,032	25,926	40,591	(14,665)	157%	76,068	118,620	(42,552)	156%
<b>Salaries &amp; Wages</b>		<b>9,704,260</b>	<b>808,565</b>	<b>708,785</b>	<b>99,780</b>	<b>88%</b>	<b>2,408,022</b>	<b>2,186,573</b>	<b>221,449</b>	<b>91%</b>
44090	Overtime	422,500	30,633	33,378	(2,745)	109%	94,824	116,729	(21,905)	123%
<b>Total Salary</b>		<b>10,126,760</b>	<b>839,198</b>	<b>742,163</b>	<b>97,035</b>	<b>88%</b>	<b>2,502,846</b>	<b>2,303,301</b>	<b>199,545</b>	<b>92%</b>
44200	Employers FICA	663,536	56,209	44,842	11,367	80%	164,931	137,262	27,669	83%
44210	Employers FICA/Medic	147,381	12,483	10,487	1,996	84%	36,630	31,796	4,834	87%
44220	Employers PERA	759,126	64,305	56,235	8,070	87%	188,687	170,329	18,358	90%
44240	Group Hospital/Med	2,480,462	182,203	161,014	21,189	88%	840,645	744,348	96,297	89%
44260	Group Dental	113,396	9,449	8,666	783	92%	28,352	26,411	1,941	93%
44280	Group Life	12,301	1,026	1,472	(446)	143%	3,084	3,986	(902)	129%
44300	Long-Term Disability	25,393	2,116	1,811	305	86%	6,345	5,488	857	86%
44340	Workers Compensation	180,000	15,000	12,903	2,097	86%	45,000	38,708	6,292	86%
44350	Unemployment Comp	9,000	9,000	10,554	(1,554)	117%	9,000	10,554	(1,554)	117%
44390	Other Benefits	37,500	4,350	3,643	707	84%	21,850	17,099	4,751	78%
<b>Total Benefits</b>		<b>4,428,095</b>	<b>356,141</b>	<b>311,627</b>	<b>44,514</b>	<b>88%</b>	<b>1,344,524</b>	<b>1,185,982</b>	<b>158,542</b>	<b>88%</b>
<b>Total Payroll</b>		<b>14,554,855</b>	<b>1,195,339</b>	<b>1,053,790</b>	<b>141,549</b>	<b>88%</b>	<b>3,847,370</b>	<b>3,489,283</b>	<b>358,087</b>	<b>91%</b>
44800	Fuel-Fuel Oil	4,168	464	205	259	44%	1,892	497	1,395	26%
44820	Fuel-Natural Gas	154,970	18,321	16,616	1,705	91%	87,305	70,409	16,896	81%
44830	Fuel-Propane	0	0	0	0	0%	0	588	(588)	0%
55000	Electricity	3,915,087	337,455	295,779	41,676	88%	1,000,966	920,538	80,428	92%
55200	Telephone	45,255	3,774	3,699	75	98%	11,318	12,241	(923)	108%
55210	Telemeter	161,084	13,424	3,017	10,407	22%	40,271	40,582	(311)	101%
55220	Gasoline	29,400	2,450	1,980	470	81%	7,350	5,497	1,853	75%
55230	Diesel	164,742	13,561	3,379	10,182	25%	40,383	19,717	20,666	49%
55240	Water	198,659	15,588	13,996	1,592	90%	44,513	47,116	(2,603)	106%
55241	Storm Water Fee	34,516	2,727	3,079	(352)	113%	8,181	9,238	(1,057)	113%
55520	Repairs-Maintenance	681,000	59,000	34,067	24,933	58%	158,000	190,515	(32,515)	121%
55525	Inventory Adjustments	0	0	2,932	(2,932)	0%	0	3,243	(3,243)	0%
55530	Inventory Cost Variance	0	0	0	0	0%	0	8	(8)	0%
55570	Repairs-Interceptors	50,000	4,167	12,892	(8,725)	309%	12,501	12,892	(391)	103%
55580	Clean-Interceptors	165,000	10,000	0	10,000	0%	14,000	0	14,000	0%
55701	Solid Waste Disposal	5,028,822	392,413	320,431	71,982	82%	1,079,982	943,760	136,222	87%
44520	Contract Cleaning	84,100	7,006	6,533	473	93%	21,026	20,770	256	99%
55702	Solid Waste Disposal-MRC	211,925	12,000	14,082	(2,082)	117%	24,925	32,628	(7,703)	131%
55703	Tr Sta Operation And Transport	2,080,274	162,330	132,323	30,007	82%	446,757	416,698	30,059	93%
55704	Solid Waste Hauling-MRC	210,000	12,000	12,575	(575)	105%	23,000	30,456	(7,456)	132%
55705	Annual Unacceptable Incentive	12,000	0	0	0	0%	0	0	0	0%
55706	Solid Waste Disposal-Community	2,000	0	0	0	0%	0	0	0	0%
55710	Grit Disposals	16,242	987	1,034	(47)	105%	2,095	2,592	(497)	124%
55790	Cont Serv-Disp Household Recyc	50,000	4,000	3,016	984	75%	11,800	9,412	2,388	80%
55791	Cont Serv-Disp Medical Sharps	3,500	100	300	(200)	300%	300	820	(520)	273%
55792	Cont Serv-Disp Pharmaceuticals	800	0	0	0	0%	0	0	0	0%
55793	Cont Serv-Disp Oil & Filters	0	0	0	0	0%	0	(205)	205	0%
55795	Cont Serv-Disp Organics Reject	1,500	0	0	0	0%	0	215	(215)	0%
55800	Cont Serv-Electrical	15,000	1,250	3,218	(1,968)	257%	3,750	25,154	(21,404)	671%
55805	Cont Serv-Biofilter	10,000	0	0	0	0%	0	0	0	0%
55806	Cont Serv-Bagging	20,000	20,000	0	20,000	0%	20,000	0	20,000	0%
55807	Cont Serv-Wood Grinding	31,000	0	0	0	0%	0	0	0	0%
55808	Cont Serv-Snow Plowing	16,000	5,500	1,240	4,260	23%	10,500	2,520	7,980	24%
55812	Cont Serv-Disp Mattresses	90,000	5,000	7,160	(2,160)	143%	11,000	17,860	(6,860)	162%
55813	Cont Serv-Disp Electron	47,000	2,000	6,918	(4,918)	346%	4,000	6,918	(2,918)	173%
55814	Cont Serv-Disp Fluoresce	18,000	1,500	664	836	44%	3,400	1,850	1,550	54%
55815	Cont Serv-Disp Tire	41,000	2,500	3,350	(850)	134%	5,500	9,736	(4,236)	177%
55816	Cont Serv-Disp Local	100,000	6,000	2,499	3,501	42%	6,000	7,743	(1,743)	129%
55817	Cont Serv-Disp County	75,000	0	0	0	0%	0	0	0	0%
55818	Cont Serv-Recy Sheds	94,000	7,559	6,658	901	88%	22,675	21,033	1,642	93%
55819	Cont Serv-Disp Paint Care	110,000	8,000	4,704	3,296	59%	8,000	7,957	43	99%
55820	Cont Serv-O/M Plant	130,000	8,000	2,270	5,730	28%	26,000	33,015	(7,015)	127%
55835	Cont Serv-Generators	130,000	0	0	0	0%	0	0	0	0%
55840	Cont Serv-O/M Mobile	170,000	18,000	4,483	13,517	25%	43,000	42,432	568	99%
55852	Cont Serv-Field Work	12,000	1,000	0	1,000	0%	3,000	0	3,000	0%
55860	Cont Serv-Other	420,950	29,325	46,200	(16,875)	158%	77,125	87,934	(10,809)	114%
55861	Cont Serv-Organics	0	0	1,054	(1,054)	0%	0	3,218	(3,218)	0%
55862	Cont Serv-HHW	0	0	0	0	0%	0	420	(420)	0%
55863	Cont Serv-Recycling	0	0	108	(108)	0%	0	347	(347)	0%
55868	Cont Serv-Hardware Maint	31,324	2,600	1,859	741	71%	7,750	8,671	(921)	112%
55870	Cont Serv-Dp Maint	450,318	31,495	42,868	(11,373)	136%	173,283	145,610	27,673	84%
55871	Cont Serv-Mobile Devices	7,500	624	828	(204)	133%	1,880	5,249	(3,369)	279%
55875	Cont Serv-Serv Fee	45,800	0	0	0	0%	0	0	0	0%
55880	Cont Serv-Ad Agency	18,300	500	0	500	0%	5,900	0	5,900	0%
55900	Cont Serv-Enforcement	1,000	0	0	0	0%	0	0	0	0%
66000	Supplies-Building	35,954	3,125	1,228	1,897	39%	9,005	4,427	4,578	49%
66010	Supplies-Equipment	205,128	15,362	6,933	8,429	45%	41,140	26,839	14,301	65%
66040	Supplies-Lab	55,000	5,000	3,987	1,013	80%	15,000	16,427	(1,427)	110%
66050	Supplies-Lube	12,000	0	1,589	(1,589)	0%	1,000	1,855	(855)	185%

**Western Lake Superior Sanitary District  
Total District  
Expense Statement  
For Period Ending March 31, 2024**

Acct	Description	Annual Budget 2024	Month Budget	Month Actual	Variance	Act/Bud	YTD Budget 2024	YTD Actual	Variance	Act/Bud
66060	Supplies-Maintenance	69,980	5,832	5,740	92	98%	17,492	16,731	761	96%
66070	Supplies-Office	5,425	453	185	268	41%	1,372	1,541	(169)	112%
66090	Supplies-Other	55,495	9,386	4,734	4,652	50%	16,803	11,625	5,178	69%
66091	Supplies-Other-Organics	0	0	60	(60)	0%	0	2,057	(2,057)	0%
66092	Supplies-Other-HHW	0	0	15	(15)	0%	0	15	(15)	0%
66093	Supplies-Other-Recycling	0	0	94	(94)	0%	0	2,912	(2,912)	0%
66110	Supplies-Safety	27,290	1,400	876	524	63%	12,874	2,982	9,892	23%
66120	Supplies-Site	3,500	300	0	300	0%	800	34	766	4%
66125	Supplies-Software	4,770	0	0	0	0%	0	501	(501)	0%
66130	Supplies-Tools	28,800	1,900	2,847	(947)	150%	5,700	3,438	2,262	60%
66150	Supplies-Shipping	25,000	3,000	1,849	1,151	62%	3,000	3,448	(448)	115%
66300	Chemicals-General	35,344	8,522	0	8,522	0%	17,586	5,543	12,043	32%
66315	Chemicals-Liquid Oxygen	24,600	2,050	2,110	(60)	103%	6,150	6,836	(686)	111%
66320	Chemicals-Sodium Hypochlorite	1,012,371	17,305	0	17,305	0%	17,305	0	17,305	0%
66330	Chemicals-Polymer-Thickening	240,694	17,810	17,810	(0)	100%	53,430	56,399	(2,969)	106%
66335	Chemicals-Polymer-Dewatering	939,777	78,664	71,945	6,720	91%	228,379	229,859	(1,480)	101%
66360	Chemicals-Boiler	2,000	0	0	0	0%	2,000	0	2,000	0%
66370	Chemicals-Defoamant	79,784	6,649	7,699	(1,050)	116%	19,947	17,300	2,647	87%
66410	Chemicals-Sodium Bisulfite	2,983	0	0	0	0%	0	0	0	0%
66420	Chemicals-Ferric Chloride	304,849	25,051	16,072	8,979	64%	72,728	84,406	(11,678)	116%
66560	Insurance-Property	264,900	22,075	(12,642)	34,717	-57%	66,225	35,575	30,650	54%
66700	Legal	150,000	12,500	13,947	(1,447)	112%	37,500	39,037	(1,537)	104%
66750	Audit	42,300	9,500	18,517	(9,017)	195%	39,550	31,784	7,767	80%
66900	Safety Program	98,325	8,194	2,279	5,915	28%	24,582	18,777	5,805	76%
66905	Training-Materials	500	42	0	42	0%	122	0	122	0%
66910	Training Expenses	127,395	12,858	10,600	2,258	82%	30,699	44,942	(14,243)	146%
66920	Training-Travel	500	42	0	42	0%	126	0	126	0%
66930	Personnel	24,532	2,044	824	1,220	40%	6,136	7,701	(1,565)	126%
66940	License Reimbursement	2,000	125	54	71	43%	375	229	146	61%
66950	Tuition Reimbursement	15,000	1,250	0	1,250	0%	3,750	1,450	2,301	39%
77000	Other Spec Serv	76,000	6,333	6,886	(553)	109%	19,003	19,553	(550)	103%
77010	Board Members Comp	20,000	1,667	1,015	652	61%	4,997	5,053	(56)	101%
77020	Public Information	83,200	3,650	4,671	(1,021)	128%	55,890	7,246	48,645	13%
77021	Public Information-Organics	0	0	0	0	0%	0	50	(50)	0%
77022	Public Information-HHW	0	0	34	(34)	0%	0	211	(211)	0%
77023	Public Information-Recycling	0	0	34	(34)	0%	0	1,524	(1,524)	0%
77030	Public Info-Recycling	0	0	0	0	0%	0	89	(89)	0%
77040	Public Info-HHW	0	0	0	0	0%	0	(106)	106	0%
77200	Easements	22,000	1,833	1,867	(34)	102%	5,499	5,701	(202)	104%
77210	Rent-Equipment	61,700	4,330	0	4,330	0%	13,100	11,867	1,233	91%
77220	Motor Vehicle Licensing	1,000	83	0	83	0%	253	829	(576)	328%
77300	Meeting Expenses	7,500	625	1,452	(827)	232%	1,875	2,551	(676)	136%
77400	Travel	1,250	63	759	(696)	1204%	189	759	(570)	401%
77640	Lease-Land-Duluth Airport Auth	11,900	992	1,023	(31)	103%	2,976	3,070	(94)	103%
77800	Laundry	54,968	4,583	3,291	1,292	72%	13,327	12,630	697	95%
77810	Engineering Service	161,335	12,336	5,436	6,900	44%	67,790	63,426	4,364	94%
77820	Lab Services	90,000	10,000	3,910	6,090	39%	21,000	20,345	655	97%
77900	Solid Waste Management Planning	50,000	0	0	0	0%	0	0	0	0%
88000	Dues	46,750	4,184	5,373	(1,189)	128%	11,780	14,127	(2,347)	120%
88010	Publications	5,800	667	324	343	49%	1,497	395	1,102	26%
88020	Permits	62,800	50,000	0	50,000	0%	53,500	44,312	9,188	83%
88200	Postage	20,700	1,667	1,174	493	70%	4,997	4,954	43	99%
88210	Copying & Printing	40,350	3,009	1,656	1,353	55%	14,019	6,384	7,635	46%
88211	Copying & Printing-Organics	0	0	375	(375)	0%	0	544	(544)	0%
88212	Copying & Printing-HHW	0	0	0	0	0%	0	295	(295)	0%
88213	Copying & Printing-Recycling	0	0	0	0	0%	0	277	(277)	0%
88500	Bank Service Charges	350	29	0	29	0%	89	0	89	0%
88600	Grants To Gov Units	236,000	3,000	(9)	3,009	0%	3,000	9,113	(6,113)	304%
88620	Program Development	247,000	23,525	598	22,928	3%	141,925	(5,914)	147,839	-4%
88621	Program Development-Organics	0	0	1,181	(1,181)	0%	0	1,181	(1,181)	0%
88622	Program Development-HHW	0	0	0	0	0%	0	123	(123)	0%
88623	Program Development-Recycling	0	0	3,720	(3,720)	0%	0	18,325	(18,325)	0%
<b>Total Non Payroll Expenses</b>		<b>20,586,035</b>	<b>1,625,635</b>	<b>1,242,135</b>	<b>383,500</b>	<b>76%</b>	<b>4,656,810</b>	<b>4,141,476</b>	<b>515,334</b>	<b>89%</b>
99022	Interest Exp-WWT-DS	1,143,326	95,277	95,277	0	100%	285,831	285,831	0	100%
99200	Deprec-Furniture	13,868	1,156	1,156	0	100%	3,468	3,468	0	100%
99210	Deprec-Equipment	143,732	11,978	11,978	0	100%	35,934	35,934	0	100%
99220	Deprec-Computer	190,613	15,884	15,884	0	100%	47,652	47,652	0	100%
99230	Deprec-Building	118,538	9,878	9,878	0	100%	29,634	29,634	0	100%
99240	Deprec-Improvements	10,009,462	834,122	834,122	0	100%	2,502,366	2,502,366	0	100%
99260	Deprec-Motor Vehicle	89,359	7,447	7,447	0	100%	22,341	22,341	0	100%
99465	Loss On Obsolete Inv	0	0	0	0	0%	0	(375)	375	0%
<b>Total Non Operating Expenses</b>		<b>11,708,898</b>	<b>975,742</b>	<b>975,742</b>	<b>0</b>	<b>100%</b>	<b>2,927,226</b>	<b>2,926,851</b>	<b>375</b>	<b>100%</b>
<b>Total Expenses</b>		<b>46,849,788</b>	<b>3,796,716</b>	<b>3,271,667</b>	<b>525,049</b>	<b>86%</b>	<b>11,431,406</b>	<b>10,557,610</b>	<b>873,796</b>	<b>92%</b>

**Western Lake Superior Sanitary District**  
**Balance Sheet**  
**As Of March 31, 2024**

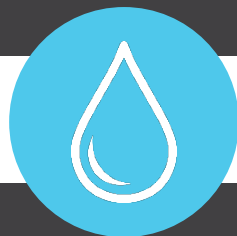
Acct	Description	Beginning Balance	Month Change	YTD Change	Ending Balance
10225	Cash-Checking-US Bank (2018)	1,364,258.37	4,531,671.89	2,749,308.17	4,113,566.54
10370	Cash-Checking-Sect 125 (US Bank)	25,670.19	(16,418.86)	(21,254.17)	4,416.02
10380	Cash-WW Planning Grant Fund	33,596.34	0.00	0.00	33,596.34
10382	Cash-Recycling Site Improvemen	19,500.85	0.00	0.00	19,500.85
10383	Cash-SW Unacceptable Ticket Fi	373,600.00	4,800.00	13,000.00	386,600.00
10385	Cash-Wellness Grant	3,884.01	(125.05)	1,954.95	5,838.96
10390	Cash-Dick Holt Memorial Fund	2,039.28	0.00	(100.00)	1,939.28
10425	Cash-Western National Bank	1,228,101.39	204.98	643.10	1,228,744.49
10480	Cash-Petty	2,675.00	0.00	0.00	2,675.00
	<b>Cash Sub Total</b>	<b>\$3,053,325.43</b>	<b>\$4,520,132.96</b>	<b>\$2,743,552.05</b>	<b>\$5,796,877.48</b>
	Restricted Investments For Memorial Fund	0.00	0.00	0.00	0.00
10627	Investments-WIF Capital Replac	6,088,423.00	0.00	0.00	6,088,423.00
10622	Investments-WWT-Bond DS	0.00	0.00	0.00	0.00
10623	Investments-Rate Stabiliz	26,380,860.36	847,820.77	2,520,784.28	28,901,644.64
10624	Investments-WWT-Loan DS	(865,810.45)	0.00	(405,928.09)	(1,271,738.54)
10600	Investments-Operations	15,541,544.65	(2,796,972.61)	(1,758,284.65)	13,783,260.00
10609	Investments-WWT-2013 Loan Cons	0.00	0.00	0.00	0.00
10611	Investments-SW-Const	1,261,803.94	19,071.17	56,207.51	1,318,011.45
10614	Investments-Tr Sta Res Fd	511,989.10	7,776.51	(11,865.24)	500,123.86
10615	Investments-WWT-2006/2016/2017	(31,851.47)	243,961.40	(129,419.34)	(161,270.81)
10616	Investments-WWT-2007/2020 Loan	(65,568.07)	7,513.81	(882,615.01)	(948,183.08)
10618	Investments-WWT-2011/2012/2018	0.00	(282,602.65)	(956,105.34)	(956,105.34)
10621	Investments-WWT-Const O&M	6,166,222.51	(72,938.03)	(71,444.74)	6,094,777.77
10628	Investments-WW-MN Power Energy	369,329.17	0.00	0.00	369,329.17
	<b>Investments Sub Total</b>	<b>\$55,356,942.74</b>	<b>\$(2,026,369.63)</b>	<b>\$(1,638,670.62)</b>	<b>\$53,718,272.12</b>
	Due from Other Governments	1,777,433.66	198,045.08	237,240.54	2,014,674.20
	Accounts Receivable	2,228,385.99	192,009.48	(51,906.22)	2,176,479.77
	Interest Receivable	769,322.43	19,349.70	109,786.67	879,109.10
	<b>Receivables Sub Total</b>	<b>\$4,775,142.08</b>	<b>\$409,404.26</b>	<b>\$295,120.99</b>	<b>\$5,070,263.07</b>
11000	Inventory-Material	2,575,578.40	(5,943.89)	(28,094.37)	2,547,484.03
11002	Inventory-Inspection Hold	0.00	0.00	0.00	0.00
11005	Inventory-Item Cost Variance S	0.00	0.00	7.23	7.23
11007	Inventory-Inv Not Received	0.00	0.00	0.00	0.00
11010	Inventory-Fuels	40,095.94	217.95	79.70	40,175.64
11020	Inventory-Chemicals	466,532.39	47,813.82	95,549.52	562,081.91
11040	Inventory-Vending Machine	10,659.53	723.41	926.55	11,586.08
	<b>Inventory Sub Total</b>	<b>\$3,092,866.26</b>	<b>\$42,811.29</b>	<b>\$68,468.63</b>	<b>\$3,161,334.89</b>
11150	Prepaid Insurance	120,542.06	(37,011.25)	(33,616.67)	86,925.39
11160	Prepaid Other	377,757.02	147,870.03	161,625.18	539,382.20
	<b>Prepaid Expenses Sub Total</b>	<b>\$498,299.08</b>	<b>\$110,858.78</b>	<b>\$128,008.51</b>	<b>\$626,307.59</b>
	Land	605,264.83	0.00	0.00	605,264.83
	Easements	207,148.67	0.00	0.00	207,148.67
	Buildings	74,672,544.35	0.00	0.00	74,672,544.35
	Improvements Other Than Buildings	254,603,055.53	0.00	0.00	254,603,055.53
	Machinery And Equipment	28,602,755.66	0.00	0.00	28,602,755.66
	Motor Vehicles	3,644,171.48	0.00	0.00	3,644,171.48
	Right-To-Use Assets	253,661.00	0.00	0.00	253,661.00
	Accumulated Depreciation	(282,562,337.00)	(880,465.00)	(2,641,395.00)	(285,203,732.00)
	Accumulated Amortization	(50,627.00)	0.00	0.00	(50,627.00)
	CIP	41,966,145.65	2,292,558.31	3,311,137.09	45,277,282.74
	<b>Capital Assets Sub Total</b>	<b>\$121,941,783.17</b>	<b>\$1,412,093.31</b>	<b>\$669,742.09</b>	<b>\$122,611,525.26</b>
11984	DO-GERF Chgs In Prop & DIF BTW	2,554,294.00	0.00	0.00	2,554,294.00
11980	DO-GERF Dif Exp & Act Economic	22,328.00	0.00	0.00	22,328.00
	<b>Deferred Outflows Sub Total</b>	<b>\$2,576,622.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,576,622.00</b>
	<b>Total Assets</b>	<b>\$191,294,980.76</b>	<b>\$4,468,930.97</b>	<b>\$2,266,221.65</b>	<b>\$193,561,202.41</b>

**Western Lake Superior Sanitary District**  
**Balance Sheet**  
**As Of March 31, 2024**

Acct	Description	Beginning Balance	Month Change	YTD Change	Ending Balance
	Accounts Payable	(1,546,768.64)	(2,124,456.97)	(2,182,114.88)	(3,728,883.52)
	Due to Other Governments	(230,930.00)	19,245.00	57,735.00	(173,195.00)
	Contracts Payable	0.00	0.00	0.00	0.00
	Contracts Payable From Restricted Assets	(2,611,865.35)	0.00	1,730,773.65	(881,091.70)
22030	Paid Offset Clearing	0.00	0.00	0.00	0.00
	<b>Accounts Payable Sub Total</b>	<b>\$(4,389,563.99)</b>	<b>\$(2,105,211.97)</b>	<b>\$(393,606.23)</b>	<b>\$(4,783,170.22)</b>
	Salaries Or Wages Payable	(170,300.94)	(13,898.94)	97,156.32	(73,144.62)
	Accrued Payroll Liabilities	(12,038.47)	22,606.94	8,257.20	(3,781.27)
	Retiree/COBRA Benefits Payable	(5,580.85)	(21.02)	3,778.94	(1,801.91)
	Accrued Vacation Payable	(649,759.53)	0.00	8,852.88	(640,906.65)
	<b>Accrued Wages And Benefits Sub Total</b>	<b>\$(837,679.79)</b>	<b>\$8,686.98</b>	<b>\$118,045.34</b>	<b>\$(719,634.45)</b>
	Lease Liability, Current	(68,632.00)	0.00	0.00	(68,632.00)
	Lease Liability, Noncurrent	(134,765.00)	0.00	0.00	(134,765.00)
	Notes Payable, Current	841,849.04	0.00	0.00	841,849.04
	Notes Payable, Noncurrent	(62,782,824.04)	(1,609,722.72)	(1,721,145.82)	(64,503,969.86)
	Bonds Payable, Current	0.00	0.00	0.00	0.00
	Bonds Payable, Noncurrent	0.00	0.00	0.00	0.00
	Accrued Interest, Current	(174,232.98)	(95,277.00)	120,097.09	(54,135.89)
	<b>Debt Service Payable Sub Total</b>	<b>\$(62,318,604.98)</b>	<b>\$(1,704,999.72)</b>	<b>\$(1,601,048.73)</b>	<b>\$(63,919,653.71)</b>
	Unamortized Discounts/Premiums	0.00	0.00	0.00	0.00
	<b>Unamortized Premiums, Discounts, Losses Sub</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	Net Other Post Employment Benefits, Noncurrent	(278,102.00)	0.00	0.00	(278,102.00)
	Comp Abs	(394,355.55)	13,760.86	1,472.50	(392,883.05)
	<b>Other Noncurrent Liabilities Sub Total</b>	<b>\$(672,457.55)</b>	<b>\$13,760.86</b>	<b>\$1,472.50</b>	<b>\$(670,985.05)</b>
22876	PERA Liability - GERS	(8,379,395.00)	0.00	0.00	(8,379,395.00)
	<b>NPL GASB 68 Sub Total</b>	<b>\$(8,379,395.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$(8,379,395.00)</b>
	DI GASB 68 Related	(423,848.00)	0.00	0.00	(423,848.00)
	Deferred Inflows Of Resources GASB 75	(56,523.00)	0.00	0.00	(56,523.00)
	<b>Deferred Inflows Sub Total</b>	<b>\$(480,371.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$(480,371.00)</b>
	Net Assets	(114,216,908.45)	(681,167.12)	(391,084.53)	(114,607,992.98)
	<b>Equity Sub Total</b>	<b>\$(114,216,908.45)</b>	<b>\$(681,167.12)</b>	<b>\$(391,084.53)</b>	<b>\$(114,607,992.98)</b>
	<b>Total Liabilities And Equity</b>	<b>\$(191,294,980.76)</b>	<b>\$(4,468,930.97)</b>	<b>\$(2,266,221.65)</b>	<b>\$(193,561,202.41)</b>

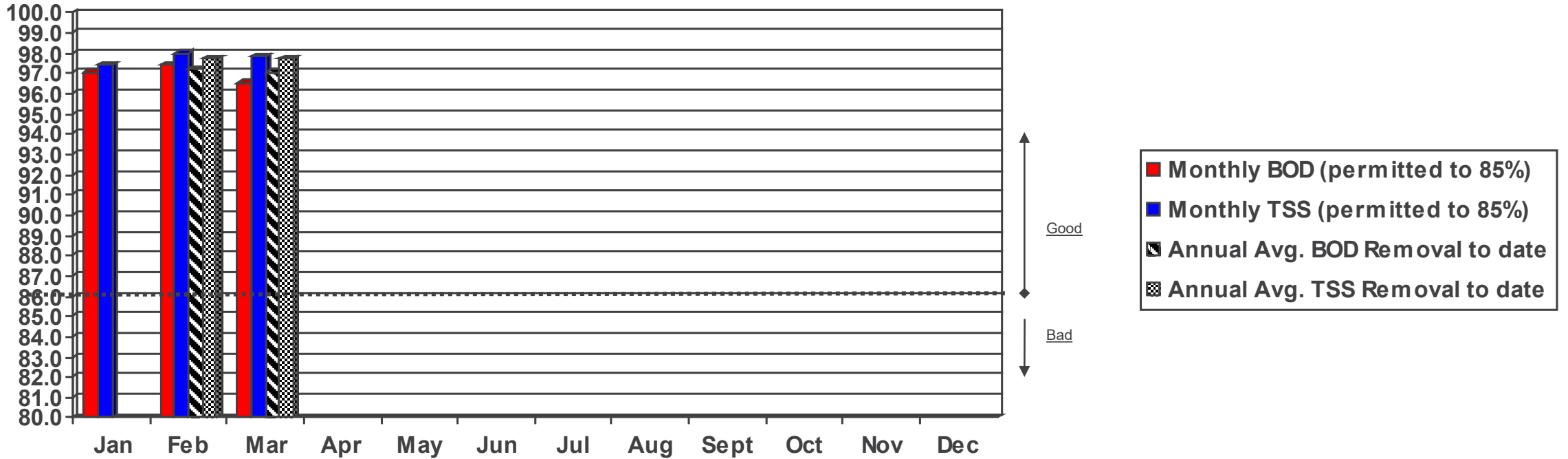
# NPDES

February and March 2024

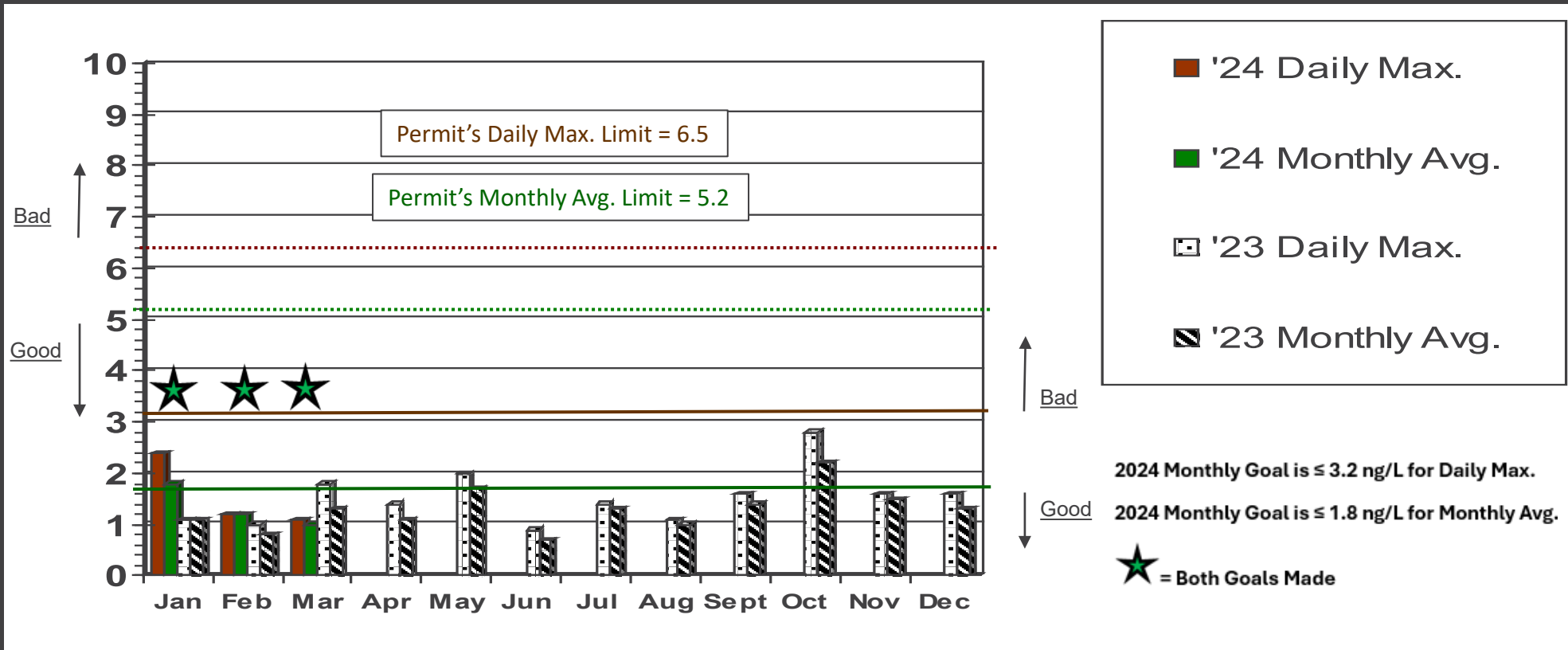


# 2024 Biochemical Oxygen Demand (cBOD) & Total Suspended Solids (TSS) Removals

- values are percentages -

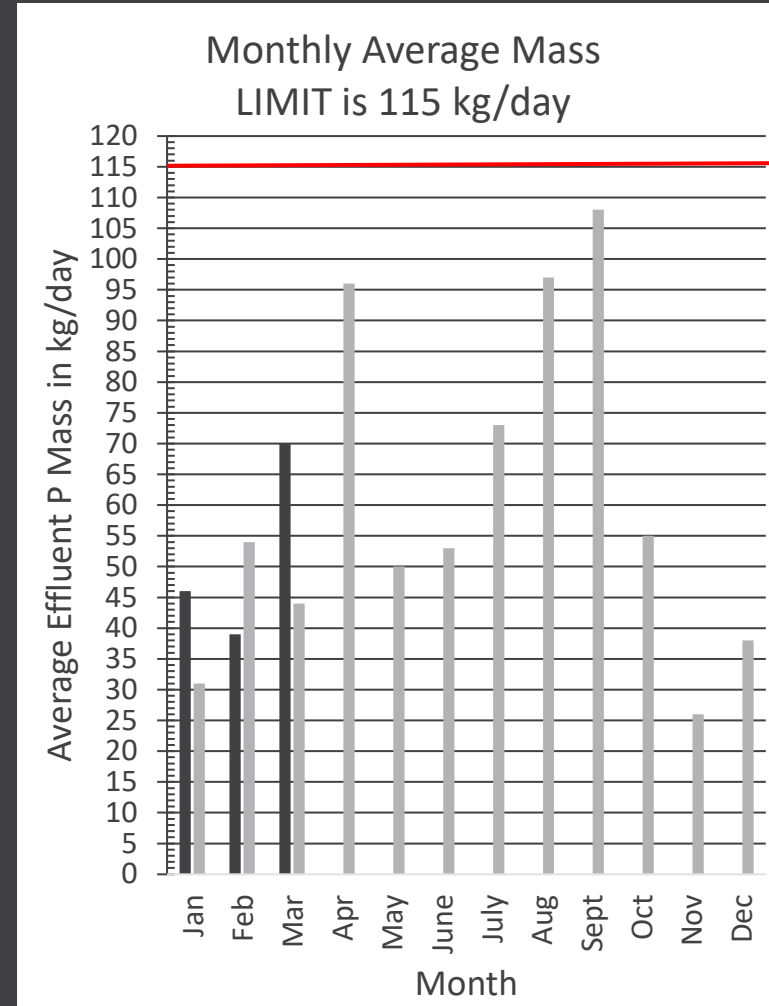
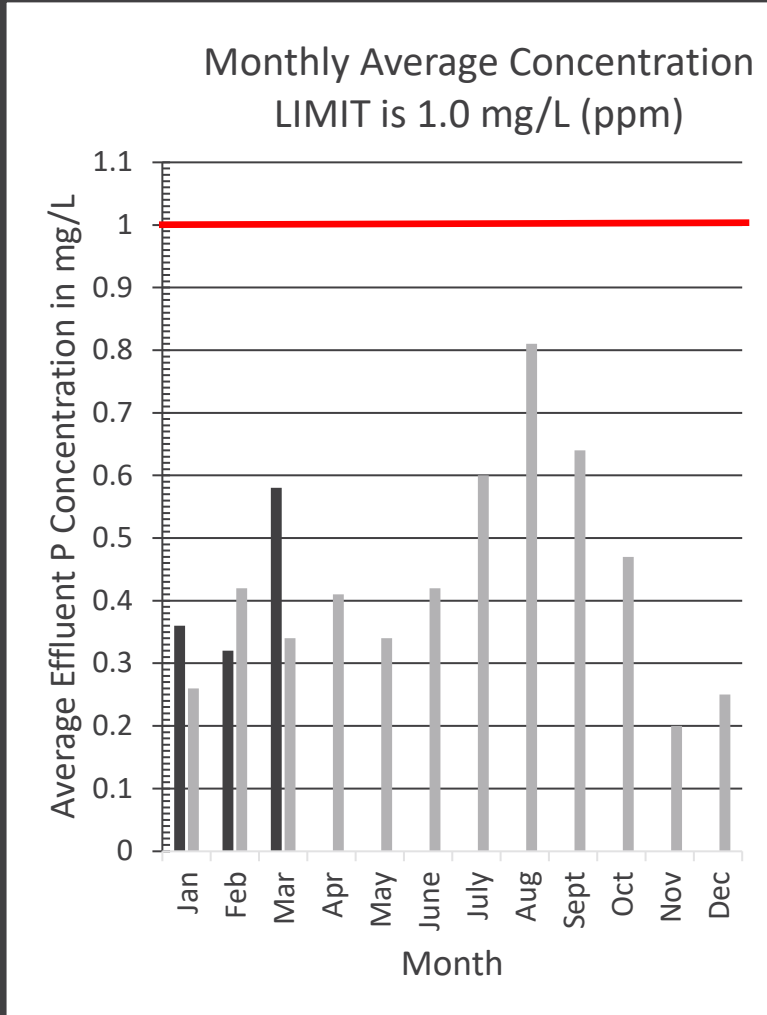


## 2024 Daily Maximum & Monthly Average Effluent Concentrations of Total Mercury (in ppt)



# 2024 Effluent Phosphorus

Previous Year in Grey





Month	Release(s)	Location(s)	Volume (gals.) <i>-if available-</i>
January	--	--	--
February	--	--	--
March	1	Wrenshall Force Main H016	5500
April			
May			
June			
July			
August			
September			
October			
November			
December			

**2024 Sewage Releases  
Reported  
to MPCA by WLSSD**

Total – 1 reported  
by WLSSD



# **Executive Director Reporting**