



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

b. Approval of Transfer Station Facility Plan Professional Services

Two proposals were reviewed with Burns and McDonnell being selected. The proposed fee of \$118,700 for professional services. The project is funded from the 2024 Solid Waste Capital budget. The planning effort will begin immediately upon Board approval and award of contract.

Recommendation: WLSSD recommends Board approval to enter a contract with Burns & McDonnell for future facility planning for the WLSSD solid waste Transfer Station in an amount not to exceed \$118,700.

MOTION: Member Aird

SECOND Member Lilly

RESULT The motion passed

c. Approval of a Vacation Structure Adjustment for Supervisory/Confidential Employees

RECOMMENDATION: WLSSD recommends the Board approve the proposed supervisory/confidential employee vacation structure effective March 1, 2024. It is further recommended that beginning in 2025 the annual salary vacation allotment be moved to January 1, 2025, consistent with the annual bargaining unit vacation allotment.

MOTION: Member Boe

SECOND: Member Podratz

RESULT: the motion passed unanimously

d. Approval of the 2024 Structure and Grade Adjustment to the Supervisory/Confidential Employee Pay Plan

Recommendation: WLSSD recommends the Board approve the 2024 salary pay plan structure, title, and grade adjustments.

MOTION: Member Ezell

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