



MINUTES
REGULAR BOARD MEETING
January 29, 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, Carrie Clement, Julie Macor, Brandon Kohlts, AJ Axtell, 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 December 18, 2023
- b. Board Member vouchers for the month of December 2023
- c. Payment vouchers dated December 13, 2023, to January 23, 2024
- d. Approval of Legislative Priorities

MOTION: Member Podratz 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 #1479 Building 9 HVAC Improvements and Office Renovations

LHB was hired in 2021 to create a design and bidding documents for Building 9 and HVAC system. The HVAC system in Building 9 has been in service for 45 years and requires extensive maintenance.

Recommendation: WLSSD recommends the Board award Bid# 1479 to Lakehead Constructors, for the building 9 HVAC System and Office Renovations in the amount of \$1,435,400 and Construction Administration to LHB in the amount of \$26,010 funded from capital GL#1300-3468.

MOTION: Member Thomsen to approve

SECOND: Member Ezell

RESULT: The motion passed unanimously

- b. Approval of Commercial Brush Disposal Pricing

Historically brush has been charged by the cubic yard at the MRC and yard waste sites. The MRC stopped collecting brush in 2023. Small commercial tree services still need disposal access during the offseason when the yard waste site is closed. WLSSD is proposing a \$90/ton disposal rate at scale. (equivalent to \$10 per cubic yard)

This will allow access to the yard waste site during transfer station hours to commercial haulers. Licensed haulers will be billed monthly.

Recommendation: WLSSD recommends Board approval of \$90.00/ton brush rate at the transfer station to provide small businesses year-round access to the yard waste site for brush disposal.

MOTION: Member Boe

SECOND Member Aird

RESULT The motion passed unanimously

c. Carlson Wood Waste Agreement Extension

Over 15,000 tons of bulky mixed waste is delivered each year to the WLSSD Transfer Station. WLSSD is trying to minimize the amount of material that requires landfilling. Pallets and clean lumber are identified as “retrievable” material/resource. Carlson Timber has been removing this material and grinding the wood to remove nails and produce a marketable mulch product. This extension allows this effort to continue for an additional year.

RECOMMENDATION: WLSSD recommends the Board approve entering into a one-year agreement with Carlson Timber Products to divert clean wood material from the waste stream at the transfer station at a rate of \$15/ton. This will be funded from the existing Transfer Stations operation budget.

MOTION: Member Boe

SECOND: Member Podratz

RESULT: the motion passed unanimously

d. Approval of Bid #1477 Sodium Hypochlorite

Recommendation: WLSSD recommends the Board award the 2024 Sodium Hypochlorite Bid#1477 to Hawkins Water Treatment for supplying sodium hypochlorite during the 2024 disinfection season at a cost of \$2.22/gallon.

MOTION: Member Manderfeld

SECOND: Member Boe

RESULT: The motion passed unanimously

Personnel

e. Approval of 2024 Merit and Market Adjustment Recommendations for Salary and Confidential Employees

The annual increase date for salary and confidential employees is March 1, 2024. Merit increases of 5% are recommended. Results of the Gallagher Study will be considered, and market adjustments will be made where and if necessary. The 2024 increase for salary and Confidential Employees was included in the 2023 budget approved by the Board and request for distribution is the amount budgeted.

Recommendation: WLSSD recommends that the WLSSD Board approve the Executive Directors authority to distribute and amount not to exceed \$127,783 in merit and market adjustments for Supervisory and Confidential employees.

MOTION: Member Thomsen

SECOND: Aird

RESULT: The motion passed Unanimously

f. Approval of 2024 Workers Compensation Insurance Renewal

Recommendation: WLSSD recommends that the WLSSD Board approve the \$5000.00 deductible quote for a 2024 Worker's Compensation Insurance Premium of \$163,013.00.

MOTION: Member Ezell

SECOND: Member Podratz

RESULT: The motion passed unanimously

Finance

g. Approval of 2023 Financials

Cathy Remington reviewed the 2023 financials.

Recommendation: WLSSD recommends the Board approve the 2023 financials.

MOTION: Member Boe

SECOND: Member Thomsen

RESULT: The motion passed unanimously

h. Approval of 2023 Year End Adjustment

The 2023 Year-end Adjustment was reviewed by Cathy Remington at the Committee of the Whole meeting.

Recommendation: WLSSD recommends the Board approve the 2023-year end adjustment.

MOTION: Member Podratz

SECOND: Member Aird

RESULT: The motion passed unanimously

i. Approval of 2023 Gainshare Payout

The total for full time employees for 2023 is 107.15. The 2023 Gainshare Payout is \$2,380 per full-time equivalent (FTE). This equates to a payout not to exceed \$255,017.00. Gainshare checks will be issued to employees in February.

Recommendation: WLSSD recommends the Board approve the 2023 Gainshare payout.

MOTION: Member Manderfeld

SECOND: Member Lilly


RESULT: The motion Passed Unanimously


3. **Committee Reports**

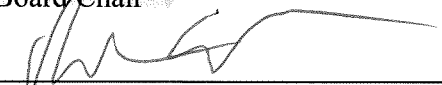
4. **Legal Counsel** – no report

5. **Executive Session** – none

The meeting was adjourned at 5:25 p.m.


Recording Secretary



Board Chair


Board Secretary