



AGENDA

Regular Board Meeting

Monday, January 27, 2025

5:00 PM

1. Agenda Review

2. Old Business

3. Approval of Consent Agenda Items

3.1 Regular Board Minutes dated December 16, 2025

[Regular Board Meeting - Dec 16 2024 \(2\) \(1\).pdf](#) 

3.2 Board Member vouchers for December

[December Board Vouchers.pdf](#) 

3.3 Payment vouchers dated December 11, through January 21, 2025

[01-21-25 Board Register.pdf](#) 

4. New Business Items for Discussion and Approval

Operations and Planning


4.1 WLSSD Rebrand





[WLSSD Rebrand](#) 

4.2 Approval of Recognition of Safety Excellence in 2024

[Safety Recognition Memo](#) 






4.3 Approval of Professional Services - RFP #1494 Dewatering System Improvements

[RFP #1494 Dewatering System Improvements Facility Plan - Approval of Professional Services](#) 

- 4.4 Approval of Bid #1495 Sodium Hypochlorite
[Approval of Bid #1495 Sodium Hypochlorite.pdf](#) 
- 4.5 Approval of DPAM Flocculant Polymer Agreement WLSSD Bid #1492
[Approval of DPAM Flocculant Polymer Agreement WLSSD Bid #1492](#)

- 4.6 Approval of Solid Waste Ordinance Amendments
[Solid Waste Ordinance Amendments.pdf](#) 
[2025 Solid Waste Ordinance Signature Page](#) 

Finance and Personnel


- 4.7 Approval of 2024 Financials
- 4.8 Approval of 2024 Year-End Adjustment
- 4.9 Approval of 2024 Gainshare Measures and Payout
- 4.10 Approval of Land Application Operator job description and pay grade
[Land Application Operator](#) 
[Land Application Operator and App Operator memo attachments.docx](#) 
- 4.11 Approval of Senior Land Application Operator Job Description and Pay Grade
[Senior Land Application Operator.pdf](#) 
[Senior Land App Operator memo attachments.pdf](#) 
- 4.12 Approval of Laboratory Technician Job Description and Pay Grade
[Approval of Laboratory Technician Job Description and Pay Grade.pdf](#) 
[Laboratory Technician memo attachments.doc](#) 
- 4.13 Approval of Chemist job description and pay grade
[Approval of Chemist Job Description and Pay Grade.pdf](#) 
[Chemist memo attachments.docx](#) 

- 4.14 Approval of Laboratory Lead Job Description and Pay Grade
[Approval of Laboratory Lead Job Description and Pay Grade.pdf](#) 
[Lab Lead memo attachments.docx](#) 
- 4.15 Approval of Executive Director job description and pay grade
[Approval of Executive Director job description and pay grade](#)

[Executive Director final 1-13-25.docx](#) 
- 4.16 Approval of updated salaried pay plan
[Approval of updated salaried pay plan](#) 

5. Committee Reports

- 5.1 Committee of the Whole
- 5.2 Finance
- 5.3 Operations and Planning
- 5.4 Personnel
- 5.5 Legislative
- 5.6 Board Governance
- 5.7 Board Member Comments

6. Reporting

- 6.1 Communications
- 6.2 Monthly Financials
- 6.3 NPDES
[2025 January Board December 2024 NPDES.pdf](#) 
- 6.4 Executive Director

7. Legal Counsel

8. Executive Session (staff excused)



MINUTES

Regular Board Meeting

Monday, December 16, 2024

5:00 PM

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

Board Members Absent: Loren Lilly

Staff Present: Julie Macor, Tim Lundell, Eric King, Chuck Kimball, Peter Douglas, Lacie Jurek, Nate Hartman, Cathy Remington, Tim Lundell, AJ Axtell, Brandon Kohlts, Carrie Clement, Lauri Amundson, and Marianne Bohren

Guest Present: Morgan Salo-Bolton and Menk

Legal Present: Matthew Hanka- Fryberger Law Firm

Chair Boe called the meeting to order at 5:02 PM.

1. Agenda Review

2. Old Business

3. Approval of Consent Agenda Items

3.1 Regular Board Minutes dated November 25, 2024

[Regular Board Meeting - Nov 25 2024 - Minutes - Public \(9\).pdf](#)



[Regular Board Meeting - Nov 25 2024 - Minutes - Html](#)

3.2 Board Member vouchers for November

[Board Vouchers November 2024.pdf](#)

3.3 Payment Vouchers dated November 20, through December 10, 2024

[12-10-2024 Board Register.pdf](#)

Recommendation to approve the Consent Agenda Items

Moved by: Jack Ezell

Seconded by: Jim Aird

The Motion Passes

4. New Business Items for Discussion and Approval

4.1 Approval of Resolution 24-12

[Resolution 24-12 Memo](#) 

[Resolution 24-12.docx](#) 

Resolution 24-12 - Solid Waste Infrastructure for Recycling (SWIFR) Grant Application

WLSSD staff recommends the Board of Directors approve Resolution 24-12. If awarded the grant funds, the Board will agree to enter and sign a grant agreement with the EPA to carry out the project described in the grant award.

Moved by: Jim Aird

Seconded by: Jack Ezell

Aye David Manderfeld, Jack Ezell, Jim Aird, Laura Ness, Julene Boe, Marcia Podratz, Paul Thomsen, and Rob Schilling

The Motion passes with 8 ayes and 1 absent 8-0

4.2 Approval of Bid #1491 and Construction Phase Professional Services-Secondary Clarifier Rehabilitation Project

[Approval of Bid #1491 and Construction Phase Professional Services - Secondary Clarifier Rehabilitation Project](#) 



WLSSD staff recommend the Board approve awarding Bid #1491 to McGough Construction Co. for \$34,714,614, and WLSSD staff recommends that the WLSSD Board approve Construction Phase Professional Services for Bolton & Menk, Inc. for \$2,970,552.

The Secondary Clarifier Rehabilitation Project, Project #101208 will fund this.

Moved by: Paul Thomsen



Seconded by: Marcia Podratz

The motion passes

- 4.3 Approval of 2025 District Gainshare and Incentive Plan
[Approval of 2025 District Gainshare and Incentive Plan](#) 
[2025 District Gainshare and Incentive Plan.docx](#) 
Staff recommends that the WLSSD Board approve the 2025 District Gainshare and Incentive plan.


Moved by: David Manderfeld
Seconded by: Paul Thomsen

The motion passes

- 4.4 Approval of 2025 District Goals
[Approval of 2025 District Goals](#) 
[2025 District Goals.docx](#) 
Staff recommends the Board approve the 2025 District Goals


Moved by: Jim Aird
Seconded by: Paul Thomsen

The motion passes

- 4.5 Approval of 2025 Worker's Compensation Insurance Renewal
[2025 Worker's Compensation Insurance Renewal](#) 
WLSSD management recommends the Board approve the \$5000 deductible quote for a 2025 worker's compensation insurance premium of \$123,645.

Moved by: Jack Ezell
Seconded by: Paul Thomsen

The motion passes

- 4.6 Approval of 2025 Salary Adjustments
[Approval of 2025 Salary Adjustments](#) 
It is recommended that the Board approve the Executive Directors authority to distribute an amount not to exceed \$91,923 in merit and market adjustments for supervisory and

confidential employees.

Moved by: David Manderfeld

Seconded by: Laura Ness

The motion passes

5. Committee Reports

6. Reporting

6.1 Communications

AJ Axtell reviewed the communications for December.

[December 2024 Communications.pdf](#) 

6.2 Cathy Remington reported on the Financials for November.

Monthly Financials

[November Financial Statements.pdf](#) 

6.3 NPDES

Tim Lundell reported the NPDES for November. He stated that for the first time in 30 years, WLSSD achieved all its mercury goals for the entire year.

[2024 December Board November 2024 NPDES.pptx](#) 

6.4 Executive Director

Carrie Clement reported that Chase Poppenhagen has been hired in the Solid Waste Services manager position vacated by Tim Lundell.

7. Legal Counsel

8. Executive Session (staff excused)

Board Chair

Recording Secretary

Board Secretary

The meeting adjourned at 5:14 p.m.

Draft

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

12/16/24 Committee of the Whole	\$0.00
12/16/24 Regular Board Meeting	\$50.00

Committee Meeting Mileage:		@	16.0 miles =	0.00	miles @	0.670 /mile	\$0.00
Board Meeting Mileage:	1.0	@	16.0 miles =	16.00	miles @	0.670 /mile	\$10.72
TOTAL CLAIM							\$60.72

Julene Boe

December Board Chair's Additional Compensation	\$100.00
12/16/24 Committee of the Whole	\$0.00
12/16/24 Regular Board Meeting	\$50.00

Committee Meeting Mileage:		@	17.0 miles =	0.00	miles @	0.670 /mile	\$0.00
Board Meeting Mileage:	1.0	@	17.0 miles =	17.00	miles @	0.670 /mile	\$11.39
TOTAL CLAIM							\$161.39

Jack Ezell

12/16/24 Committee of the Whole	\$0.00
12/16/24 Regular Board Meeting	\$50.00
12/03/24 Rebranding	\$50.00
12/17/24 Rebranding	\$50.00

Committee Meeting Mileage:		@	52.0 miles =	0.00	miles @	0.670 /mile	\$0.00
Board Meeting Mileage:	1	@	52.0 miles =	52.00	miles @	0.670 /mile	\$34.84
TOTAL CLAIM							\$184.84

Loren Lilly

No Meeting's attended in December	
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Committee Meeting Mileage:		@	42.0 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							\$0.00

Dave Manderfeld

12/16/24 Committee of the Whole	\$0.00
12/16/24 Regular Board Meeting	\$50.00

Committee Meeting Mileage:	@	36.0 miles =	0.00 miles @	0.670 /mile	\$0.00
Board Meeting Mileage:	1.0 @	36.0 miles =	36.00 miles @	0.670 /mile	\$24.12
TOTAL CLAIM					\$74.12

Laura Ness

12/16/24 Committee of the Whole	\$0.00
12/16/24 Regular Board Meeting	\$50.00

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					\$56.57

Marcia Podratz

12/16/24 Committee of the Whole	\$0.00
12/16/24 Regular Board Meeting	\$50.00

Committee Meeting Mileage:	@	12.6 miles =	0.00 miles @	0.670 /mile	\$0.00
Board Meeting Mileage:	1.0 @	12.6 miles =	12.60 miles @	0.670 /mile	\$8.44
TOTAL CLAIM					\$58.44

Rob Schilling

12/16/24 Committee of the Whole	\$0.00
12/16/24 Regular Board Meeting	\$50.00

Committee Meeting Mileage:	@	38.0 miles =	0.00 miles @	0.670 /mile	\$0.00
Board Meeting Mileage:	1.0 @	31.0 miles =	31.00 miles @	0.670 /mile	\$20.77
TOTAL CLAIM					\$70.77

Paul Thomsen

12/16/24 Committee of the Whole	\$0.00
12/16/24 Regular Board Meeting	\$50.00
12/16/24 Rebranding Meeting	\$0.00

12/03/24 Rebranding	\$50.00
12/17/24 Rebranding	\$50.00

Committee Meeting Mileage:	@	13.0 miles =	0.00 miles @	0.670 /mile	\$0.00
Board Meeting Mileage:	1.0 @	13.0 miles =	13.00 miles @	0.670 /mile	\$8.71
TOTAL CLAIM					\$158.71

Total Board Vouchers for Month	\$825.56
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Cash Payment Register

Job Submission Parameters

Date: 1/22/2025

Time: 8:21 AM CST

Username: jamie.carlson@wlssd.com

Vendor Group: 1 Western Lake Superior Sanitary District	Company: 1 Western Lake Superior Sanitary District
Pay Group: 1 Western Lake Superior Sanitary District	Process Level:
Cash Code: 10225 US Bank Or Cash Code Group:	
From Payment Date: 12/11/2024 To Payment Date: 01/21/2025	
Report Option: All	Document Currency: Account Currency
Payment Code:	
Use Cash Requirements Sort Options: No	
Format Option: Standard	
Report Distribution	
Cash Payment Register Report:	Report Export Type:

Cash Payment Register continued...

Date 1/22/25 Pay Group 1 Western Lake Superior Sanitary District USD
 Time 8:21 AM CST Post Company 1 Western Lake Superior Sanitary District USD
 Cash Payment Register for 12/11/24 thru 1/21/25 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
300306	P4940	1	2676		Minnesota Dept Of Revenue	St Paul	12/20/24	Reconciled	1,332.00	USD
300307	P4941	1	2688		Delta Dental Plan Of Minnesota	Minneapolis	12/20/24	Reconciled	977.90	USD
300308	P4942	1	2688		Delta Dental Plan Of Minnesota	Minneapolis	12/20/24	Reconciled	8,588.95	USD
300309	P4943	1	3169		Northeast Service Cooperative	Mt. Iron	12/20/24	Reconciled	197,070.90	USD
300310	P5150	1	216		Commissioner Of Revenue	St Paul	12/12/24	Reconciled	13,450.19	USD
300311	P5151	1	948	48MN	PERA	St Paul	12/12/24	Reconciled	44,010.75	USD
300312	P5152	1	1392		United States Treasury	Kansas City	12/12/24	Reconciled	73,437.56	USD
300313	P5153	1	5996		MSRS	St Paul	12/12/24	Reconciled	12,044.00	USD
300314	P5154	1	6586		WLSSD Cafeteria Plan - US Bank	.	12/12/24	Reconciled	3,033.81	USD
300315	P5155	1	216		Commissioner Of Revenue	St Paul	12/13/24	Reconciled	3,518.99	USD
300316	P5156	1	948	48MN	PERA	St Paul	12/13/24	Reconciled	11,053.57	USD
300317	P5157	1	1392		United States Treasury	Kansas City	12/13/24	Reconciled	19,131.80	USD
300318	P5158	1	5996		MSRS	St Paul	12/13/24	Reconciled	5,233.00	USD
300319	P5159	1	6586		WLSSD Cafeteria Plan - US Bank	.	12/13/24	Reconciled	1,190.45	USD
300320	P5271	1	216		Commissioner Of Revenue	St Paul	12/26/24	Reconciled	12,834.43	USD
300321	P5272	1	948	48MN	PERA	St Paul	12/26/24	Reconciled	42,200.88	USD
300322	P5273	1	1392		United States Treasury	Kansas City	12/26/24	Reconciled	69,828.23	USD
300323	P5274	1	5996		MSRS	St Paul	12/26/24	Reconciled	11,744.00	USD
300324	P5275	1	6586		WLSSD Cafeteria Plan - US Bank	.	12/26/24	Reconciled	3,033.77	USD
300325	P5277	1	190	90MN	AFSCME Council 5	St Paul	12/31/24	Reconciled	5,762.12	USD
300326	P5278	1	216		Commissioner Of Revenue	St Paul	12/31/24	Issued	3,554.36	USD
300327	P5279	1	948	48MN	PERA	St Paul	12/31/24	Reconciled	11,053.57	USD
300328	P5280	1	1392		United States Treasury	Kansas City	12/31/24	Reconciled	18,449.67	USD
300329	P5281	1	5028	1MN	AFSCME Council 5	St Paul	12/31/24	Reconciled	12.18	USD
300330	P5282	1	5996		MSRS	St Paul	12/31/24	Issued	5,337.00	USD
300331	P5283	1	6586		WLSSD Cafeteria Plan - US Bank	.	12/31/24	Reconciled	1,190.45	USD
300332	P5450	1	216		Commissioner Of Revenue	St Paul	1/9/25	Issued	13,033.91	USD
300333	P5451	1	948	48MN	PERA	St Paul	1/9/25	Issued	43,673.77	USD
300334	P5452	1	1392		United States Treasury	Kansas City	1/9/25	Issued	71,190.66	USD
300335	P5453	1	5775		MN Dept Of Revenue (C)	St Paul	1/9/25	Issued	417.27	USD
300336	P5454	1	5996		MSRS	St Paul	1/9/25	Issued	12,094.00	USD
300337	P5455	1	6586		WLSSD Cafeteria Plan - US Bank	.	1/9/25	Issued	3,219.26	USD
300338	P5521	1	3169		Northeast Service Cooperative	Mt. Iron	1/2/25	Issued	227,299.06	USD
300339	P5532	1	2688		Delta Dental Plan Of Minnesota	Minneapolis	1/15/25	Issued	1,001.00	USD
300340	P5533	1	2688		Delta Dental Plan Of Minnesota	Minneapolis	1/15/25	Issued	8,520.99	USD

*** Payment Code ACH Totals
 Total Open Payments 11 389,341.28
 Total Reconciled Payments 24 570,183.17
 Total Void Payments 0.00
 Total Stale Dated Payments 0
 Total Escheated Payments 0

Cash Payment Register continued...

Date 1/22/25 Pay Group 1 Western Lake Superior Sanitary District USD
 Time 8:21 AM CST Post Company 1 Western Lake Superior Sanitary District USD
 Cash Payment Register for 12/11/24 thru 1/21/25 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
400468	P5010	1	300	1690	Forum Communications	Fargo	12/12/24	Reconciled	971.72	USD
400469	P5011	1	352		ESC Systems Sound-Life-Safety	Proctor	12/12/24	Reconciled	2,414.00	USD
400470	P5012	1	395		Fryberger Buchanan	Duluth	12/12/24	Reconciled	11,003.00	USD
400471	P5013	1	759		Wiese USA	St. Louis	12/12/24	Reconciled	467.27	USD
400472	P5014	1	821	21MN	Airgas North Central	Chicago	12/12/24	Issued	199.56	USD
400473	P5015	1	1366	01IA	McCoy Construction & Forestry,	Dubuque	12/12/24	Reconciled	464.15	USD
400474	P5016	1	1440		Guardian Pest Control Inc	Superior	12/12/24	Issued	36.85	USD
400475	P5017	1	3766		Portable John	Hibbing	12/12/24	Reconciled	478.80	USD
400476	P5018	1	3838	38GA	Polydyne Inc	Atlanta	12/12/24	Reconciled	65,760.00	USD
400477	P5019	1	3970		North States Crane & Hoist	Duluth	12/12/24	Issued	3,000.00	USD
400478	P5020	1	5877		Belly River Corporation	Appleton	12/12/24	Reconciled	4,901.80	USD
400479	P5021	1	6101	01	Msc Industrial Supply Co	Saint Louis	12/12/24	Issued	154.68	USD
400480	P5022	1	6335		Air Fiber Inc.	Superior	12/12/24	Issued	500.00	USD
400481	P5023	1	6365		Vonco V LLC Duluth	Becker	12/12/24	Reconciled	622.32	USD
400482	P5165	1	305	05MN	SPS Companies, Inc	St. Paul	12/19/24	Issued	510.05	USD
400483	P5166	1	352		ESC Systems Sound-Life-Safety	Proctor	12/19/24	Issued	305.10	USD
400484	P5167	1	821	21MN	Airgas North Central	Chicago	12/19/24	Issued	316.89	USD
400485	P5168	1	2139		Wdse--WRPT	Duluth	12/19/24	Issued	2,500.00	USD
400486	P5169	1	3838	38GA	Polydyne Inc	Atlanta	12/19/24	Issued	66,180.00	USD
400487	P5170	1	4903		Liberty Tire Recycling, Llc-Mn	Pittsburgh	12/19/24	Issued	3,208.75	USD
400488	P5171	1	5490		Northland Fire & Safety, Inc.	Superior	12/19/24	Issued	3,772.75	USD
400489	P5172	1	6037		Michaud Distributing	Duluth	12/19/24	Issued	159.00	USD
400490	P5240	1	305	05MN	SPS Companies, Inc	St. Paul	12/24/24	Issued	40.75	USD
400491	P5241	1	1366	01IA	McCoy Construction & Forestry,	Dubuque	12/24/24	Issued	468.57	USD
400492	P5242	1	1440		Guardian Pest Control Inc	Superior	12/24/24	Issued	147.40	USD
400493	P5243	1	4389	01MN	Metro Sales Inc.	Minneapolis	12/24/24	Issued	1,264.32	USD
400494	P5244	1	4903		Liberty Tire Recycling, Llc-Mn	Pittsburgh	12/24/24	Issued	416.50	USD
400495	P5245	1	6037		Michaud Distributing	Duluth	12/24/24	Issued	9.00	USD
400496	P5246	1	6101	01	Msc Industrial Supply Co	Saint Louis	12/24/24	Issued	506.12	USD
400497	P5247	1	6365		Vonco V LLC Duluth	Becker	12/24/24	Issued	558.61	USD
400498	P5334	1	305	05MN	SPS Companies, Inc	St. Paul	12/31/24	Issued	89.59	USD
400499	P5335	1	422		W W Goetsch Assoc Inc	Minneapolis	12/31/24	Issued	88.19	USD
400500	P5336	1	821	21MN	Airgas North Central	Chicago	12/31/24	Issued	1,654.00	USD
400501	P5337	1	1366	01IA	McCoy Construction & Forestry,	Dubuque	12/31/24	Issued	3,402.08	USD
400502	P5338	1	3132	MN07	Four Seasons Outdoor Services	Duluth	12/31/24	Issued	735.00	USD
400503	P5339	1	4421	21OH	Applied Industrial Tech	Chicago	12/31/24	Issued	537.84	USD
400504	P5340	1	6037		Michaud Distributing	Duluth	12/31/24	Issued	135.00	USD
400505	P5399	1	300	1690	Forum Communications	Fargo	1/9/25	Issued	965.00	USD
400506	P5400	1	305	05MN	SPS Companies, Inc	St. Paul	1/9/25	Issued	658.80	USD
400507	P5401	1	821	21MN	Airgas North Central	Chicago	1/9/25	Issued	316.89	USD
400508	P5402	1	1012		Northstar Ford	Duluth	1/9/25	Issued	728.39	USD
400509	P5403	1	1440		Guardian Pest Control Inc	Superior	1/9/25	Issued	36.85	USD
400510	P5404	1	2512	12MN	Culligan Of Cloquet	Minneapolis	1/9/25	Issued	587.00	USD
400511	P5405	1	3766		Portable John	Hibbing	1/9/25	Issued	478.80	USD
400512	P5406	1	4903		Liberty Tire Recycling, Llc-Mn	Pittsburgh	1/9/25	Issued	4,874.75	USD
400513	P5407	1	5642		Lulich Implement	Mason	1/9/25	Issued	41.83	USD
400514	P5408	1	6037		Michaud Distributing	Duluth	1/9/25	Issued	11.00	USD
400515	P5409	1	6101	01	Msc Industrial Supply Co	Saint Louis	1/9/25	Issued	213.36	USD

Cash Payment Register continued...

Date 1/22/25 Pay Group 1 Western Lake Superior Sanitary District USD
 Time 8:21 AM CST Post Company 1 Western Lake Superior Sanitary District USD
 Cash Payment Register for 12/11/24 thru 1/21/25

All Report Account Currency

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

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
400516	P5410	1	6335		Air Fiber Inc.	Superior	1/9/25	Issued	500.00	USD
400517	P5411	1	6365		Vonco V LLC Duluth	Becker	1/9/25	Issued	347.17	USD
400518	P5502	1	395		Fryberger Buchanan	Duluth	1/16/25	Issued	8,765.50	USD
400519	P5503	1	1440		Guardian Pest Control Inc	Superior	1/16/25	Issued	110.55	USD
400520	P5504	1	6101 01		Msc Industrial Supply Co	Saint Louis	1/16/25	Issued	93.94	USD

*** Payment Code	APC	Totals		
		Total Open Payments	44	109,626.43
		Total Reconciled Payments	9	87,083.06
		Total Void Payments		0.00
		Total Stale Dated Payments		0
		Total Escheated Payments		0

Cash Payment Register continued...

Date 1/22/25 Pay Group 1 Western Lake Superior Sanitary District USD
 Time 8:21 AM CST Post Company 1 Western Lake Superior Sanitary District USD
 Cash Payment Register for 12/11/24 thru 1/21/25 Page 4

All Report Account Currency

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

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
501963	P4952	1	320		Duncan Co	Minneapolis	12/12/24	Reconciled	5,667.82	USD
501964	P4953	1	647	01	Berkley Risk Administrators Co	Minneapolis	12/12/24	Reconciled	176.34	USD
501965	P4954	1	702		Mars Supply	Duluth	12/12/24	Reconciled	236.00	USD
501966	P4955	1	817		Northern Door & Hardware	Duluth	12/12/24	Reconciled	1,047.00	USD
501967	P4956	1	1022		City Of Scanlon Water Dept	Scanlon	12/12/24	Reconciled	156.37	USD
501968	P4957	1	1054	IA54	Electric Pump	Des Moines	12/12/24	Reconciled	2,208.72	USD
501969	P4958	1	1091	91MN	Ferguson Enterprises LLC #1657	Chicago	12/12/24	Reconciled	4,422.89	USD
501970	P4959	1	1319		Hawkins, Inc.	Minneapolis	12/12/24	Reconciled	10,241.88	USD
501971	P4960	1	1352	52MN	Graybar Electric Co, Inc.	Chicago	12/12/24	Reconciled	107.31	USD
501972	P4961	1	1362		McMaster Carr Supply	Chicago	12/12/24	Reconciled	41.95	USD
501973	P4962	1	1600	01ND	Flint Group	Fargo	12/12/24	Reconciled	7,761.34	USD
501974	P4963	1	1709		LHB Engineers & Architects Inc	Duluth	12/12/24	Reconciled	3,411.00	USD
501975	P4964	1	1765		Northern Dewatering	Rogers	12/12/24	Reconciled	15,471.81	USD
501976	P4965	1	1866		Carlton County Zoning Office	Carlton	12/12/24	Void	13,117.05	USD
501977	P4966	1	1966	66MN	Fastenal Company	Winona	12/12/24	Reconciled	916.87	USD
501978	P4967	1	1978		Hartel's Disposal	Proctor	12/12/24	Reconciled	6,345.86	USD
501979	P4968	1	2017	17IL	Waste Management Of WI-MN	Carol Stream	12/12/24	Reconciled	904.23	USD
501980	P4969	1	2459		Compensation Consultants, Ltd	Cloquet	12/12/24	Reconciled	724.00	USD
501981	P4970	1	2651		SEH Engineers Architects Inc	St Paul	12/12/24	Reconciled	9,146.60	USD
501982	P4971	1	3037		Julie Lane Macor	Carlton	12/12/24	Reconciled	7.55	USD
501983	P4972	1	3044		Retrofit Recycling Inc	Owatonna	12/12/24	Reconciled	1,828.59	USD
501984	P4973	1	3109		Peterson Septic Pumping	Duluth	12/12/24	Reconciled	220.00	USD
501985	P4974	1	3428		Mellin Promotional Advertising	Duluth	12/12/24	Reconciled	2,600.00	USD
501986	P4975	1	3461	61NC	CEM Corporation	Chicago	12/12/24	Reconciled	232.03	USD
501987	P4976	1	3940	40MN	Veolia ES Technical Solutions	Chicago	12/12/24	Reconciled	1,468.66	USD
501988	P4977	1	4052		NCPERS Group Life Ins.	Jacksonville	12/12/24	Reconciled	368.00	USD
501989	P4978	1	4560		Centurylink	Phoenix	12/12/24	Reconciled	1,109.17	USD
501990	P4979	1	4749		Soil Control Lab	Watsonville	12/12/24	Issued	200.00	USD
501991	P4980	1	4767	01IL	PVS Technologies, Inc.	Chicago	12/12/24	Reconciled	10,907.57	USD
501992	P4981	1	5042	26MO	Scientific Sales, Inc	Oak Ridge	12/12/24	Reconciled	173.10	USD
501993	P4982	1	5283		David Manderfeld	Cloquet	12/12/24	Reconciled	222.36	USD
501994	P4983	1	5525		Consolidated Communications	St. Louis	12/12/24	Reconciled	1,110.92	USD
501995	P4984	1	5660		Minnesota Energy Resources	Glenview	12/12/24	Issued	379.43	USD
501996	P4985	1	5836	F1	Mediacom	Carol Stream	12/12/24	Reconciled	176.90	USD
501997	P4986	1	5837		Lake Superior Consulting, LLC	Duluth	12/12/24	Reconciled	1,290.00	USD
501998	P4987	1	6086		Thomas Scientific	Pittsburgh	12/12/24	Reconciled	451.83	USD
501999	P4988	1	6124	01IL	Stantec Consulting Services	Chicago	12/12/24	Reconciled	2,068.60	USD
502000	P4989	1	6211		Marcia Podratz	Duluth	12/12/24	Issued	175.32	USD
502001	P4990	1	6212		Paul Thomsen	Duluth	12/12/24	Reconciled	167.42	USD
502002	P4991	1	6313		Julene Boe	Duluth	12/12/24	Reconciled	345.56	USD
502003	P4992	1	6367	01PA	Sand Creek Eap LLC	Chicago	12/12/24	Reconciled	960.00	USD
502004	P4993	1	6453	FD01	Faegre Drinker Biddle & Reath	Minneapolis	12/12/24	Reconciled	4,666.66	USD
502005	P4994	1	6495		QED Environmental Systems Inc	Atlanta	12/12/24	Reconciled	477.78	USD
502006	P4995	1	6533		Loren Lilly	Cloquet	12/12/24	Reconciled	156.28	USD
502007	P4996	1	6547		Laura Ness	Duluth	12/12/24	Reconciled	169.70	USD
502008	P4997	1	6560		Brooke Harrison	Esko	12/12/24	Reconciled	226.46	USD
502009	P4998	1	6600		Huber Technology Inc	Denver	12/12/24	Reconciled	6,867.26	USD
502010	P4999	1	6625	01MI	Crestmark Bank	Troy	12/12/24	Reconciled	965.00	USD

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Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
502011	P5000	1	6682		Petroleum Traders Corporation	Fort Wayne	12/12/24	Reconciled	1,110.17	USD
502012	P5001	1	6729	01MI	Paragon Development Systems	Detroit	12/12/24	Reconciled	675.00	USD
502013	P5002	1	6750		Hanco Utilities, Inc	Lake Nebagamon	12/12/24	Reconciled	10,550.00	USD
502014	P5003	1	6755		Robert Schilling	Duluth	12/12/24	Reconciled	146.23	USD
502015	P5004	1	6782	01IL	Eurofins Environment Testing	Carol Stream	12/12/24	Reconciled	164.00	USD
502016	P5005	1	6801		Carlson Timber Products, Inc.	Sandstone	12/12/24	Reconciled	166,124.61	USD
502017	P5006	1	6825		Bolton And Menk Inc.	Mankato	12/12/24	Reconciled	77,788.25	USD
502018	P5007	1	6833		John Ezell	Carlton	12/12/24	Reconciled	389.36	USD
502019	P5008	1	6887	01MN	JS Bloomington Heartland Group	Bloomington	12/12/24	Reconciled	240.48	USD
502020	P5009	1	6915		Tyler Thibert	Cloquet	12/12/24	Reconciled	40.00	USD
502021	P5074	1	6802		Shank Constructors, Inc.	Brooklyn Park	12/12/24	Reconciled	108,403.10	USD
502022	P5112	1	424		True North Goodwill	Duluth	12/19/24	Reconciled	7,880.00	USD
502023	P5113	1	557		Jamar Company	Duluth	12/19/24	Reconciled	3,661.25	USD
502024	P5114	1	838		Northwest Outlet	Superior	12/19/24	Reconciled	374.50	USD
502025	P5115	1	1028		Vanbergen & Markson Inc	Maple Grove	12/19/24	Reconciled	1,295.31	USD
502026	P5116	1	1349	49MN	Goodin Co	Minneapolis	12/19/24	Reconciled	213.59	USD
502027	P5117	1	1352	52MN	Graybar Electric Co, Inc.	Chicago	12/19/24	Reconciled	720.40	USD
502028	P5118	1	1866		Carlton County Zoning Office	Carlton	12/19/24	Issued	11,824.05	USD
502029	P5119	1	1966	66MN	Fastenal Company	Winona	12/19/24	Reconciled	226.65	USD
502030	P5120	1	2017	17IL	Waste Management Of WI-MN	Carol Stream	12/19/24	Issued	2,590.36	USD
502031	P5121	1	2366		Gopher State One-Call	Hanover	12/19/24	Reconciled	236.25	USD
502032	P5122	1	2447		Superior Construction Co., Inc	Duluth	12/19/24	Reconciled	600.00	USD
502033	P5123	1	2459		Compensation Consultants, Ltd	Cloquet	12/19/24	Reconciled	350.00	USD
502034	P5124	1	2508	08MN	Russell-Seik-Steel	Duluth	12/19/24	Issued	489.75	USD
502035	P5125	1	2968		City Of Carlton	Carlton	12/19/24	Reconciled	1,293.00	USD
502036	P5126	1	3940	40MN	Veolia ES Technical Solutions	Chicago	12/19/24	Issued	85,562.92	USD
502037	P5127	1	4611		Daniel Belden	Esko	12/19/24	Reconciled	37.55	USD
502038	P5128	1	4673		Fluid Interiors	Minneapolis	12/19/24	Reconciled	11,276.44	USD
502039	P5129	1	4753	53PA	Alfa Laval Inc	Pittsburgh	12/19/24	Reconciled	5,584.69	USD
502040	P5130	1	4797		Core Advantage	Superior	12/19/24	Reconciled	19,863.85	USD
502041	P5131	1	5042	26MO	Scientific Sales, Inc	Oak Ridge	12/19/24	Reconciled	137.40	USD
502042	P5132	1	5629		City Of Superior Landfill	Superior	12/19/24	Reconciled	368,092.07	USD
502043	P5133	1	5683		John's Twin Ports Recycling	Duluth	12/19/24	Reconciled	1,111.50	USD
502044	P5134	1	5744	LT01	Life Technologies	Chicago	12/19/24	Reconciled	739.00	USD
502045	P5135	1	5845	46MA	CDM Smith	Boston	12/19/24	Reconciled	3,970.00	USD
502046	P5136	1	6086		Thomas Scientific	Pittsburgh	12/19/24	Reconciled	191.08	USD
502047	P5137	1	6355		Lisa Salls	Proctor	12/19/24	Reconciled	268.99	USD
502048	P5138	1	6454	IL01	Acp Creativit, LLC	Carol Stream	12/19/24	Reconciled	10,000.00	USD
502049	P5139	1	6584	84MN	A-1 Disposal	Saginaw	12/19/24	Reconciled	1,118.00	USD
502050	P5140	1	6590		Brayden Johnson	Duluth	12/19/24	Reconciled	249.95	USD
502051	P5141	1	6682		Petroleum Traders Corporation	Fort Wayne	12/19/24	Reconciled	1,371.31	USD
502052	P5142	1	6689	01TX	Insight Public Sector	Dallas	12/19/24	Reconciled	12,043.02	USD
502053	P5143	1	6713	01AV	Allied Valve, Inc	Bettendorf	12/19/24	Reconciled	3,681.59	USD
502054	P5144	1	6740	01CS	Tom Kraemer, Inc.	Cold Spring	12/19/24	Reconciled	90.00	USD
502055	P5145	1	6819	01MN	Bell Bank Equipment Finance	Maple Grove	12/19/24	Reconciled	2,268.59	USD
502056	P5146	1	6924		Blue Ethos Specialized Trainin	Ramsey	12/19/24	Reconciled	4,130.82	USD
502057	P5147	1	6931		Andrew Barnebey	Duluth	12/19/24	Reconciled	286.00	USD
502058	P5148	1	6943		Commercial Roofing, Inc.	Barnum	12/19/24	Reconciled	62,183.00	USD

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502059	P5149	1	6961		Arrowhead Printing	Duluth	12/19/24	Reconciled	159.48	USD
502060	P5198	1	56		Anchor Scientific, Inc.	Long Lake	12/24/24	Reconciled	256.76	USD
502061	P5199	1	449	49CO	Hach Company	Chicago	12/24/24	Issued	593.20	USD
502062	P5200	1	557		Jamar Company	Duluth	12/24/24	Reconciled	15,425.00	USD
502063	P5201	1	619	19MN	AW Kuettel & Sons, Inc	Duluth	12/24/24	Reconciled	2,968.00	USD
502064	P5202	1	785		Mulcahy	Eagan	12/24/24	Reconciled	920.11	USD
502065	P5203	1	817		Northern Door & Hardware	Duluth	12/24/24	Reconciled	267.00	USD
502066	P5204	1	1034		Vessco Inc	Chanhasen	12/24/24	Reconciled	23,840.57	USD
502067	P5205	1	1091	91MN	Ferguson Enterprises LLC #1657	Chicago	12/24/24	Reconciled	1,437.13	USD
502068	P5206	1	1241		United Way Of Duluth	Duluth	12/24/24	Issued	2,217.37	USD
502069	P5207	1	1488		Itasca County Treasurer	Grand Rapids	12/24/24	Issued	960.00	USD
502070	P5208	1	1709		LHB Engineers & Architects Inc	Duluth	12/24/24	Reconciled	2,620.80	USD
502071	P5209	1	1866		Carlton County Zoning Office	Carlton	12/24/24	Issued	3,597.07	USD
502072	P5210	1	2075		City Of Hermantown	Hermantown	12/24/24	Reconciled	33.12	USD
502073	P5211	1	2096		Lake County Auditor	Two Harbors	12/24/24	Issued	522.30	USD
502074	P5212	1	2508	08MN	Russell-Seik-Steel	Duluth	12/24/24	Issued	41.01	USD
502075	P5213	1	2557		Duluth Airport Authority	Duluth	12/24/24	Issued	12,301.37	USD
502076	P5214	1	2651		SEH Engineers Architects Inc	St Paul	12/24/24	Issued	16,605.35	USD
502077	P5215	1	3428		Mellin Promotional Advertising	Duluth	12/24/24	Reconciled	2,500.00	USD
502078	P5216	1	3430		General Repair Service	Vadnais Heights	12/24/24	Reconciled	33,429.20	USD
502079	P5217	1	3865		St. Louis County Env Serv	Virginia	12/24/24	Reconciled	20,024.74	USD
502080	P5218	1	4560		Centurylink	Phoenix	12/24/24	Issued	11,050.72	USD
502081	P5219	1	4767	01IL	PVS Technologies, Inc.	Chicago	12/24/24	Issued	11,274.86	USD
502082	P5220	1	4785		North Shore Analytical, Inc.	Duluth	12/24/24	Reconciled	1,200.00	USD
502083	P5221	1	4959	01NY	Analytichem	Champlain	12/24/24	Issued	989.00	USD
502084	P5222	1	5137	37MN	Twin Ports Paper & Supply Inc.	Duluth	12/24/24	Issued	1,148.60	USD
502085	P5223	1	5770		Quadient Leasing USA, Inc	Dallas	12/24/24	Issued	573.69	USD
502086	P5224	1	5837		Lake Superior Consulting, LLC	Duluth	12/24/24	Issued	3,225.00	USD
502087	P5225	1	5845	46MA	CDM Smith	Boston	12/24/24	Issued	1,765.00	USD
502088	P5226	1	5923		AFL-CIO Community Svcs Program	Duluth	12/24/24	Issued	211.90	USD
502089	P5227	1	5960		Donohue And Associates	Sheboygan	12/24/24	Issued	61,098.23	USD
502090	P5228	1	5974		Mea	Minneapolis	12/24/24	Reconciled	2,900.00	USD
502091	P5229	1	6124	01IL	Stantec Consulting Services	Chicago	12/24/24	Issued	2,710.96	USD
502092	P5230	1	6613		Planttours Communications Co	Charlotte	12/24/24	Issued	4,875.00	USD
502093	P5231	1	6682		Petroleum Traders Corporation	Fort Wayne	12/24/24	Reconciled	1,665.87	USD
502094	P5232	1	6763		Ariel Wolf	Duluth	12/24/24	Reconciled	882.00	USD
502095	P5233	1	6782	01IL	Eurofins Environment Testing	Carol Stream	12/24/24	Issued	1,060.00	USD
502096	P5234	1	6832	01TN	Nordic Consulting Partners	Nashville	12/24/24	Issued	12,940.00	USD
502097	P5235	1	6887	01MN	JS Bloomington Heartland Group	Bloomington	12/24/24	Reconciled	840.96	USD
502098	P5236	1	6900	01OH	Fidelity Security Life Insuran	Cincinnati	12/24/24	Reconciled	546.32	USD
502099	P5237	1	6947		BrownKnows Design LLC	Duluth	12/24/24	Reconciled	3,500.00	USD
502100	P5238	1	6963		Craig Lincoln	Bayfield	12/24/24	Issued	133.74	USD
502101	P5239	1	6965		Douglas, Peter	Duluth	12/24/24	Issued	4,347.00	USD
502102	P5309	1	557		Jamar Company	Duluth	12/31/24	Issued	15,828.00	USD
502103	P5310	1	807	07IL	Newark Element14	Chicago	12/31/24	Issued	292.80	USD
502104	P5311	1	935		Pro-Print Inc	Duluth	12/31/24	Issued	234.74	USD
502105	P5312	1	992	92MN	Road Machinery & Supply	Minneapolis	12/31/24	Issued	1,078.48	USD
502106	P5313	1	1034		Vessco Inc	Chanhasen	12/31/24	Issued	22,546.69	USD

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502107	P5314	1	1241		United Way Of Duluth	Duluth	12/31/24	Issued	737.00	USD
502108	P5315	1	1349	49MN	Goodin Co	Minneapolis	12/31/24	Issued	107.66	USD
502109	P5316	1	1352	52MN	Graybar Electric Co, Inc.	Chicago	12/31/24	Issued	2,879.45	USD
502110	P5317	1	1818	18WI	Hydrite Chemical Company	Chicago	12/31/24	Issued	7,747.00	USD
502111	P5318	1	1966	66MN	Fastenal Company	Winona	12/31/24	Issued	1,217.80	USD
502112	P5319	1	2651		SEH Engineers Architects Inc	St Paul	12/31/24	Issued	592.26	USD
502113	P5320	1	2954		Interstate Batteries-Twin Port	Superior	12/31/24	Issued	563.50	USD
502114	P5321	1	3044		Retrofit Recycling Inc	Owatonna	12/31/24	Issued	328.10	USD
502115	P5322	1	3428		Mellin Promotional Advertising	Duluth	12/31/24	Issued	962.00	USD
502116	P5323	1	4166		Madison National Life Ins Co.	Carol Stream	12/31/24	Issued	1,930.99	USD
502117	P5324	1	4749		Soil Control Lab	Watsonville	12/31/24	Issued	89.00	USD
502118	P5325	1	5491	01MW	Pomp's Tire Service	Milwaukee	12/31/24	Issued	629.68	USD
502119	P5326	1	6086		Thomas Scientific	Pittsburgh	12/31/24	Issued	316.97	USD
502120	P5327	1	6493	01IL	Northern Technologies Intl	Chicago	12/31/24	Issued	97.11	USD
502121	P5328	1	6682		Petroleum Traders Corporation	Fort Wayne	12/31/24	Issued	3,195.14	USD
502122	P5329	1	6689	01TX	Insight Public Sector	Dallas	12/31/24	Issued	1,760.74	USD
502123	P5330	1	6726	01IA	Involta	Cedar Rapids	12/31/24	Issued	6,090.00	USD
502124	P5331	1	6782	01IL	Eurofins Environment Testing	Carol Stream	12/31/24	Issued	536.00	USD
502125	P5332	1	6922		Unison Solutions	Dubuque	12/31/24	Issued	275.00	USD
502126	P5333	1	6942	01MN	Northeast Service Cooperative	Mountain Iron	12/31/24	Issued	7,936.03	USD
502127	P5354	1	2075		City Of Hermantown	Hermantown	1/6/25	Issued	145.92	USD
502128	P5355	1	411	01MN	General Cleaning Corporation	Duluth	1/9/25	Issued	6,706.00	USD
502129	P5356	1	647	78LM	League Of MN Cities	St. Paul	1/9/25	Issued	2,358.00	USD
502130	P5357	1	727	27MN	Mielke Electric Works	Duluth	1/9/25	Issued	5,925.56	USD
502131	P5358	1	762	62MN	Swagelok Minnesota	Minneapolis	1/9/25	Issued	413.93	USD
502132	P5359	1	941		Proctor Journal	Proctor	1/9/25	Issued	888.00	USD
502133	P5360	1	1022		City Of Scanlon Water Dept	Scanlon	1/9/25	Issued	143.78	USD
502134	P5361	1	1091	91MN	Ferguson Enterprises LLC #1657	Chicago	1/9/25	Issued	858.80	USD
502135	P5362	1	1352	52MN	Graybar Electric Co, Inc.	Chicago	1/9/25	Issued	127.91	USD
502136	P5363	1	1488		Itasca County Treasurer	Grand Rapids	1/9/25	Issued	671.60	USD
502137	P5364	1	1606	06MN	Nuss Truck & Equipment	Rochester	1/9/25	Issued	4,212.14	USD
502138	P5365	1	1966	66MN	Fastenal Company	Winona	1/9/25	Issued	1,729.35	USD
502139	P5366	1	1978		Hartel's Disposal	Proctor	1/9/25	Issued	5,550.28	USD
502140	P5367	1	2616		Denny's Lawn & Garden	Duluth	1/9/25	Issued	3,689.10	USD
502141	P5368	1	2954		Interstate Batteries-Twin Port	Superior	1/9/25	Issued	83.40	USD
502142	P5369	1	3109		Peterson Septic Pumping	Duluth	1/9/25	Issued	220.00	USD
502143	P5370	1	3940	40MN	Veolia ES Technical Solutions	Chicago	1/9/25	Issued	9,386.78	USD
502144	P5371	1	4009		Viele Contracting Inc	Duluth	1/9/25	Issued	857.00	USD
502145	P5372	1	4227	27CA	ESRI	Los Angeles	1/9/25	Issued	13,999.00	USD
502146	P5373	1	4767	01IL	PVS Technologies, Inc.	Chicago	1/9/25	Issued	11,195.60	USD
502147	P5374	1	5073	73MN	Blaine Brothers	Minneapolis	1/9/25	Issued	3,052.77	USD
502148	P5375	1	5283		David Manderfeld	Cloquet	1/9/25	Issued	74.12	USD
502149	P5376	1	5575	W1	City Of Duluth	Duluth	1/9/25	Issued	456.68	USD
502150	P5377	1	5660		Minnesota Energy Resources	Glenview	1/9/25	Issued	350.15	USD
502151	P5378	1	5959		Hydro Klean	Des Moines	1/9/25	Issued	56,481.12	USD
502152	P5379	1	5961		James E Aird	Proctor	1/9/25	Issued	60.72	USD
502153	P5380	1	6086		Thomas Scientific	Pittsburgh	1/9/25	Issued	259.20	USD
502154	P5381	1	6124	01IL	Stantec Consulting Services	Chicago	1/9/25	Issued	2,399.15	USD

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Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
502155	P5382	1	6211		Marcia Podratz	Duluth	1/9/25	Issued	58.44	USD
502156	P5383	1	6212		Paul Thomsen	Duluth	1/9/25	Issued	158.71	USD
502157	P5384	1	6313		Julene Boe	Duluth	1/9/25	Issued	161.39	USD
502158	P5385	1	6495		QED Environmental Systems Inc	Atlanta	1/9/25	Issued	241.24	USD
502159	P5386	1	6517		Kwik Trip Inc	La Crosse	1/9/25	Issued	510.62	USD
502160	P5387	1	6547		Laura Ness	Duluth	1/9/25	Issued	56.57	USD
502161	P5388	1	6548	EI10	Equix Integrity, Inc	Fond Du Lac	1/9/25	Issued	37,161.00	USD
502162	P5389	1	6625	01MI	Crestmark Bank	Troy	1/9/25	Issued	102.50	USD
502163	P5390	1	6682		Petroleum Traders Corporation	Fort Wayne	1/9/25	Issued	2,198.11	USD
502164	P5391	1	6729	01MI	Paragon Development Systems	Detroit	1/9/25	Issued	506.25	USD
502165	P5392	1	6755		Robert Schilling	Duluth	1/9/25	Issued	70.77	USD
502166	P5393	1	6782	01IL	Eurofins Environment Testing	Carol Stream	1/9/25	Issued	164.00	USD
502167	P5394	1	6801		Carlson Timber Products, Inc.	Sandstone	1/9/25	Issued	169,860.57	USD
502168	P5395	1	6816		Evan Hawbaker	Duluth	1/9/25	Issued	904.56	USD
502169	P5396	1	6833		John Ezell	Carlton	1/9/25	Issued	184.84	USD
502170	P5397	1	6915		Tyler Thibert	Cloquet	1/9/25	Issued	90.00	USD
502171	P5398	1	6962	01CA	Advanced Micro Instruments	Los Angeles	1/9/25	Issued	10,640.00	USD
502172	P5457	1	199		Atlas Copco Compressors LLC	Palatine	1/16/25	Issued	17,045.16	USD
502173	P5458	1	320		Duncan Co	Minneapolis	1/16/25	Issued	62,081.00	USD
502174	P5459	1	647	47MN	League Of MN Cities Insurance	Minneapolis	1/16/25	Issued	30,912.00	USD
502175	P5460	1	838		Northwest Outlet	Superior	1/16/25	Issued	315.95	USD
502176	P5461	1	1324	24WI	Motion Industries Inc	St Louis	1/16/25	Issued	117.95	USD
502177	P5462	1	1362		McMaster Carr Supply	Chicago	1/16/25	Issued	94.55	USD
502178	P5463	1	1966	66MN	Fastenal Company	Winona	1/16/25	Issued	27.56	USD
502179	P5464	1	2017	17IL	Waste Management Of WI-MN	Carol Stream	1/16/25	Issued	931.64	USD
502180	P5465	1	2017	17IL	Waste Management Of WI-MN	Carol Stream	1/16/25	Issued	6,721.61	USD
502181	P5466	1	2366		Gopher State One-Call	Hanover	1/16/25	Issued	89.10	USD
502182	P5467	1	2508	08MN	Russell-Seik-Steel	Duluth	1/16/25	Issued	76.37	USD
502183	P5468	1	3044		Retrofit Recycling Inc	Owatonna	1/16/25	Issued	3,949.90	USD
502184	P5469	1	3940	40MN	Veolia ES Technical Solutions	Chicago	1/16/25	Issued	14,699.84	USD
502185	P5470	1	4320		Greg Wiecks	Duluth	1/16/25	Issued	22.52	USD
502186	P5471	1	4560	2AZ	Centurylink	Phoenix	1/16/25	Issued	1,267.09	USD
502187	P5472	1	4827		Stack Bros.	Superior	1/16/25	Issued	4,138.00	USD
502188	P5473	1	5525		Consolidated Communications	St. Louis	1/16/25	Issued	1,127.70	USD
502189	P5474	1	5660		Minnesota Energy Resources	Glenview	1/16/25	Issued	540.22	USD
502190	P5475	1	5666		Paul Wilken	Duluth	1/16/25	Issued	180.00	USD
502191	P5476	1	5810		Quadient Finance USA, Inc	Carol Stream	1/16/25	Issued	1,000.00	USD
502192	P5477	1	5836	F1	Mediacom	Carol Stream	1/16/25	Issued	187.40	USD
502193	P5478	1	5870		Nathan Hartman	Duluth	1/16/25	Issued	105.34	USD
502194	P5479	1	6086		Thomas Scientific	Pittsburgh	1/16/25	Issued	87.26	USD
502195	P5480	1	6121	01MN	Essentia Health	Minneapolis	1/16/25	Issued	2,775.00	USD
502196	P5481	1	6367	01PA	Sand Creek Eap LLC	Chicago	1/16/25	Issued	3,012.75	USD
502197	P5482	1	6394	01IL	Msdsonline DBA Velocityehs	Chicago	1/16/25	Issued	733.30	USD
502198	P5483	1	6403		Joseph Schleret	Moose Lake	1/16/25	Issued	180.00	USD
502199	P5484	1	6490		Charles Bouschor II	Duluth	1/16/25	Issued	150.00	USD
502200	P5485	1	6542	15	Hermantown High School	Hermantown	1/16/25	Issued	250.00	USD
502201	P5486	1	6542	16	Proctor Public Schools	Proctor	1/16/25	Issued	250.00	USD
502202	P5487	1	6584	84MN	A-1 Disposal	Saginaw	1/16/25	Issued	1,299.00	USD

Cash Payment Register continued...

Date 1/22/25 Pay Group 1 Western Lake Superior Sanitary District USD
 Time 8:21 AM CST Post Company 1 Western Lake Superior Sanitary District USD
 Cash Payment Register for 12/11/24 thru 1/21/25

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
502203	P5488	1	6618		Nicholas Thompson	Chisholm	1/16/25	Issued	120.00	USD
502204	P5489	1	6634		HR Green Inc	Des Moines	1/16/25	Issued	9,925.42	USD
502205	P5490	1	6682		Petroleum Traders Corporation	Fort Wayne	1/16/25	Issued	1,765.45	USD
502206	P5491	1	6689	01TX	Insight Public Sector	Dallas	1/16/25	Issued	642.80	USD
502207	P5492	1	6715		Wren Works, LLC	Poplar	1/16/25	Issued	11,041.52	USD
502208	P5493	1	6718		Tyler Jasan	Duluth	1/16/25	Issued	120.00	USD
502209	P5494	1	6729	01MI	Paragon Development Systems	Detroit	1/16/25	Issued	3,262.50	USD
502210	P5495	1	6776		Jessica Ollhoff	Duluth	1/16/25	Issued	90.00	USD
502211	P5496	1	6801		Carlson Timber Products, Inc.	Sandstone	1/16/25	Issued	9,597.85	USD
502212	P5497	1	6918	01WI	John M. Ellsworth Co.	Milwaukee	1/16/25	Issued	3,738.90	USD
502213	P5498	1	6936		Lacie Jurek	Mahtowa	1/16/25	Issued	155.34	USD
502214	P5499	1	6958		Avery Azure	Duluth	1/16/25	Issued	60.00	USD
502215	P5500	1	6964	01MI	Park Place Technologies	Detroit	1/16/25	Issued	5,984.52	USD
502216	P5501	1	6966		Pardini, Emily C.	Duluth	1/16/25	Issued	150.00	USD

*** Payment Code CHK

Totals		
Total Open Payments	145	889,823.48
Total Reconciled Payments	108	1,114,819.45
Total Void Payments	1	13,117.05
Total Stale Dated Payments		0
Total Escheated Payments		0

Cash Payment Register continued...

Date 1/22/25 Pay Group 1 Western Lake Superior Sanitary District USD Page 10
 Time 8:21 AM CST Post Company 1 Western Lake Superior Sanitary District USD
 Cash Payment Register for 12/11/24 thru 1/21/25

All Report Account Currency

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

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
200368	P5063	1	194		City Of Cloquet	Cloquet	12/12/24	Reconciled	2,161.55	USD
200369	P5064	1	296		City Of Duluth Comfort Systems	Minneapolis	12/12/24	Reconciled	291.92	USD
200370	P5065	1	376		Fedex	Palatine	12/12/24	Reconciled	217.88	USD
200371	P5066	1	1461		Dex Yp	Phoenix	12/12/24	Reconciled	131.00	USD
200372	P5067	1	1711	11IL	Grainger	Palatine	12/12/24	Reconciled	3,046.92	USD
200373	P5068	1	3471	IL71	AT&T Mobility	Carol Stream	12/12/24	Reconciled	2,683.95	USD
200374	P5069	1	6029		Hermantown Area C/C	Hermantown	12/12/24	Reconciled	1,000.00	USD
200375	P5070	1	6504		Fueling Minnesota	St Paul	12/12/24	Reconciled	20.00	USD
200376	P5071	1	6540	40MA	Cintas Corporation	Dallas	12/12/24	Reconciled	1,058.19	USD
200377	P5072	1	6841	00TX	ApplicantPro Holdings	Dallas	12/12/24	Reconciled	925.00	USD
200378	P5073	1	6881	01SP	CTC	St. Paul	12/12/24	Reconciled	400.00	USD
200379	P5185	1	296		City Of Duluth Comfort Systems	Minneapolis	12/19/24	Issued	19,028.82	USD
200380	P5186	1	376		Fedex	Palatine	12/19/24	Issued	609.11	USD
200381	P5187	1	1711	11IL	Grainger	Palatine	12/19/24	Issued	173.32	USD
200382	P5188	1	2027		Admax Displays, Inc.	Duluth	12/19/24	Issued	1,575.00	USD
200383	P5189	1	4836	36NJ	Verizon	Newark	12/19/24	Issued	72.00	USD
200384	P5190	1	5202		Idexx Laboratories	Atlanta	12/19/24	Issued	638.08	USD
200385	P5191	1	5847	01IL	Stericycle, Inc.	Chicago	12/19/24	Issued	340.00	USD
200386	P5192	1	6540	40MA	Cintas Corporation	Dallas	12/19/24	Issued	955.56	USD
200387	P5193	1	6662	D101	Doorco Inc.	Duluth	12/19/24	Issued	350.00	USD
200388	P5266	1	296		City Of Duluth Comfort Systems	Minneapolis	12/24/24	Issued	268.33	USD
200389	P5267	1	376		Fedex	Palatine	12/24/24	Issued	245.43	USD
200390	P5268	1	1708	18MN	Baldwin Supply Company	St. Paul	12/24/24	Issued	840.30	USD
200391	P5269	1	1711	11IL	Grainger	Palatine	12/24/24	Issued	50.93	USD
200392	P5270	1	6540	40MA	Cintas Corporation	Dallas	12/24/24	Issued	751.49	USD
200393	P5276	1	6599		US Bank Credit Card	.	12/30/24	Reconciled	47,632.10	USD
200394	P5344	1	296		City Of Duluth Comfort Systems	Minneapolis	12/31/24	Issued	22,368.84	USD
200395	P5345	1	1711	11IL	Grainger	Palatine	12/31/24	Issued	270.65	USD
200396	P5346	1	6034	01MN	Innovative Office Solutions	Minneapolis	12/31/24	Issued	68.59	USD
200397	P5439	1	296		City Of Duluth Comfort Systems	Minneapolis	1/9/25	Issued	1,215.51	USD
200398	P5440	1	376		Fedex	Palatine	1/9/25	Issued	183.76	USD
200399	P5441	1	1094	94IL	Schindler Elevator Corp	Chicago	1/9/25	Issued	8,572.20	USD
200400	P5442	1	1461		Dex Yp	Phoenix	1/9/25	Issued	131.00	USD
200401	P5443	1	3329		Great Lakes Alarm Inc	Duluth	1/9/25	Issued	59.85	USD
200402	P5444	1	5847	01IL	Stericycle, Inc.	Chicago	1/9/25	Issued	140.00	USD
200403	P5445	1	6034		Innovative Office Solutions	Burnsville	1/9/25	Issued	64.17	USD
200404	P5446	1	6034	01MN	Innovative Office Solutions	Minneapolis	1/9/25	Issued	107.00	USD
200405	P5447	1	6540	40MA	Cintas Corporation	Dallas	1/9/25	Issued	3,268.39	USD
200406	P5448	1	6841	00TX	ApplicantPro Holdings	Dallas	1/9/25	Issued	639.00	USD
200407	P5449	1	6871		MJ Companies, LLC	Duluth	1/9/25	Issued	720.00	USD
200408	P5512	1	194		City Of Cloquet	Cloquet	1/16/25	Issued	1,960.30	USD
200409	P5513	1	296		City Of Duluth Comfort Systems	Minneapolis	1/16/25	Issued	32,244.61	USD
200410	P5514	1	376		Fedex	Palatine	1/16/25	Issued	556.89	USD
200411	P5515	1	1711	11IL	Grainger	Palatine	1/16/25	Issued	3,845.20	USD
200412	P5516	1	2483	01MN	Lakes Gas	Wyoming	1/16/25	Issued	725.27	USD
200413	P5517	1	3471	IL71	AT&T Mobility	Carol Stream	1/16/25	Issued	2,713.28	USD
200414	P5518	1	6034	01MN	Innovative Office Solutions	Minneapolis	1/16/25	Issued	342.00	USD
200415	P5519	1	6540	40MA	Cintas Corporation	Dallas	1/16/25	Issued	1,039.94	USD

Cash Payment Register continued...

Date 1/22/25 Pay Group 1 Western Lake Superior Sanitary District USD Page 11
 Time 8:21 AM CST Post Company 1 Western Lake Superior Sanitary District USD
 Cash Payment Register for 12/11/24 thru 1/21/25

All Report Account Currency

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

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
200416	P5520	1	6881	01SP	CTC	St. Paul	1/16/25	Issued	400.00	USD

*** Payment Code PCR Totals
 Total Open Payments 37 107,534.82
 Total Reconciled Payments 12 59,568.51
 Total Void Payments 0.00
 Total Stale Dated Payments 0
 Total Escheated Payments 0

Cash Payment Register continued...

Date 1/22/25 Pay Group 1 Western Lake Superior Sanitary District USD Page 12
 Time 8:21 AM CST Post Company 1 Western Lake Superior Sanitary District USD
 Cash Payment Register for 12/11/24 thru 1/21/25

All Report Account Currency

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

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
100044	P4951	1	5841		Northland Veba Trust	.	12/20/24	Reconciled	2,809.38	USD
100045	P5194	1	753		Minnesota Power	Minneapolis	12/24/24	Reconciled	296,323.64	USD
100046	P5195	1	1410		Piper Sandler	Minneapolis	12/17/24	Reconciled	3,000,000.00	USD
100047	P5196	1	1412		Wells Fargo Brokerage, Inc.	Minneapolis	12/17/24	Reconciled	1,000,000.00	USD
100048	P5197	1	6677		Moreton Capital Markets, LLC.	Salt Lake City	12/17/24	Reconciled	750,000.00	USD
100049	P5456	1	5841		Northland Veba Trust	.	1/2/25	Issued	267,900.00	USD

*** Payment Code WIR Totals
 Total Open Payments 1 267,900.00
 Total Reconciled Payments 5 5,049,133.02
 Total Void Payments 0.00
 Total Stale Dated Payments 0
 Total Escheated Payments 0

*** Cash Code 10225 Totals
 Total Open Payments 238 1,764,226.01
 Total Reconciled Payments 158 6,880,787.21
 Total Void Payments 1 13,117.05
 Total Stale Dated Payments 0
 Total Escheated Payments 0

*** Pay Group 1 USD Totals
 Total Open Payments 238 1,764,226.01
 Total Reconciled Payments 158 6,880,787.21
 Total Void Payments 1 13,117.05
 Total Stale Dated Payments 0
 Total Escheated Payments 0

WESTERN LAKE SUPERIOR SANITARY DISTRICT

2626 Courtland Street
Duluth, Minnesota 55806
Phone: (218) 722-3336
Wlssd.com



MEMORANDUM

To: WLSSD Board of Directors
From: Operations and Planning Committee
Date: January 27, 2025
Subject: WLSSD Rebrand

Project Background

Over the past several months, the Rebrand Core Team has conducted thorough research and engaged with both internal and external stakeholders to assess the current perception of WLSSD and explore how we can better position ourselves as a leader in the environmental industry.

The results of this comprehensive survey have revealed valuable insights, which highlight opportunities for us to enhance our public image, align with our mission, and emphasize our ongoing commitment to innovation in resource renewal. As you are aware, the need for environmental sustainability and responsible resource management has never been more critical, and WLSSD's efforts in this space have only continued to grow in both scope and impact.

The proposed new brand identity reflects our evolving role as a forward-thinking, innovative leader in the environmental sector. It is designed to:

1. Reposition WLSSD as a trusted authority in resource renewal and environmental stewardship.
2. Enhance visibility of our key initiatives and successes, especially in areas such as wastewater treatment, recycling, and waste diversion.
3. Communicate innovation and progress in our services, demonstrating how we continue to push the boundaries of what is possible in environmental management.

Incorporating feedback from stakeholders, the new brand will modernize our visual identity and messaging, ensuring that we present a unified, compelling narrative that resonates with both the community we serve and the broader industry. It will also serve as a tool to attract new partnerships, increase public awareness, and engage with our audiences in a more impactful way.

Recommendation

The Operations and Planning Committee recommends that the Board approve the adoption of the Resource Renew marketing identity and the associated creative branding elements.



WESTERN LAKE SUPERIOR SANITARY DISTRICT

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Wlssd.com



MEMORANDUM

To: Board of Directors
From: Operations and Planning Committee
Date: January 27, 2025
Subject: Recognition for achievement of Safety Excellence in 2024

Project Background

In 2024, District staff achieved an excellent safety record measured by zero recordable injuries or lost work hours due to work related illness or injury. Recertification through the Minnesota Safety & Health Achievement Recognition Program (MNSHARP) for the Courtland Street Facility was also achieved in 2024. These are significant achievements and demonstrates the Board and District staff's commitment to working safely and providing a safe working environment for all employees.

WLSSD would like to recognize employees and WLSSD Board members for this significant achievement. The recognition will include a token of appreciation at a cost not to exceed \$125 per individual or a total cost not to exceed \$16,250.

In 2010, the WLSSD Board passed Resolution 10-22 Policy on Employee Development and Recognition that authorizes WLSSD to pay reasonable expenses related to employee recognition and achievement programs including individual employee apparel or other items with a value not to exceed \$200. The resolution also states "public expenditures for the appropriate WLSSD employee recognition programs serve a public purpose because formally recognizing employees who make significant contributions and demonstrate their commitment during the performance of their duties results in higher morale and productivity among all WLSSD employees, and therefore, permits the Sanitary Board to fulfill its responsibilities in an efficient and cost-effective manner."

Recommendation

The Operations and Planning Committee recommends that the Board approve and authorize staff to purchase a recognition item at a cost not to exceed \$125 per individual or a total cost not to exceed \$16,250 to be funded from account 60000-66090.

WESTERN LAKE SUPERIOR SANITARY DISTRICT

2626 Courtland Street
Duluth, Minnesota 55806
Phone: (218) 722-3336
www.wlssd.com



MEMORANDUM

To: Board of Directors

From: Operations and Planning Committee

Date: January 27, 2025

Subject: Approval of RFP #1494 - Dewatering System Improvements Facility Plan

Project Background

Anaerobically digested sludge is dewatered with two (2) centrifuges prior to land applying the biosolids. The existing centrifuges were commissioned in 2001 and were originally designed to dewater a high volume of sludge intermittently; however, current operations dewater a minimum volume of sludge continuously. The 2023 Energy Management Master Plan identified energy cost savings by replacing the oversized centrifuges with a properly sized centrifuge or similar alternative technology.

In addition, the dewatering system infrastructure has aged and limits operational flexibility. A facility plan will explore options for the future of the District's dewatering and biosolids operations while improving current operations. The facility plan would address installing updated dewatering equipment, installing permanent piping for improved operations, updating sludge storage, updating recirculation piping, updating centrifuge feed pumps and pipes, and updating the dewatering polymer system. A phased implementation plan and high-level cost estimates will be delivered upon the completion of this project.

Scope of Work – RFP #1494

Proposals were requested from eight (8) qualified firms. Proposals were received from Black & Veatch, Bolton & Menk, Donohue, Nero/AE2S, and SEH and reviewed by a team of Planning and Technical Services and Operating Services staff. Donohue was selected through a quality-based selection (QBS) process to provide the requested engineering services.

Donohue submitted a scope of work and fee proposal which includes the following:

1. Evaluation of centrifuge replacement options.
2. Evaluation of installing a debris removal system before the anaerobic digesters.
3. Preliminary design options for constructing permanent piping from the anaerobic digesters to the centrifuges.
4. Evaluation of the centrate pumping and ultimate treatment.

5. Preliminary design options for sludge storage and recirculation improvements.
6. Preliminary design options for polymer system improvements.
7. Phased implementation plan with planning level cost opinions.

Donohue has proposed a fee of \$75,865 for the preliminary design services.

Budget Summary

The Dewatering System Improvements Project was included in the 2023 capital budget for an amount totaling \$150,000. This project budget is intended for engineering evaluation and preliminary design.

Project Phase	Cost
Technical Evaluation	\$30,885
Identify and Evaluate Alternatives	\$30,605
Preliminary Design Report	\$14,375
Total Project Cost	\$75,865
Project Budget	\$150,000

Schedule

Planning and preliminary design will proceed immediately upon approval by the Board and award of contract. The preliminary design will be complete by July 2025.

Proposed Project Schedule	
Date	Activity
January 2025	Award
February 2025	Technical Evaluation
May 2025	Alternatives Evaluation
July 2025	Final Report

RECOMMENDATION

The Operations and Planning Committee recommends the Board approve awarding RFP #1494 Donohue & Associates professional services associated with the Dewatering System Improvements Facility Plan in the amount not to exceed \$75,865.

This will be funded from the Dewatering System Improvements (Project #100568).

WESTERN LAKE SUPERIOR SANITARY DISTRICT

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Duluth, Minnesota 55806
Phone:(218) 722-3336
www.wlssd.com



MEMORANDUM

Clear Answers for Clean Water™

To: Board of Directors
From: Operations and Panning Committee
Date: January 27, 2025
Subject: Sodium Hypochlorite – Bid #1495

Sodium hypochlorite (bleach) is used for effluent disinfection compliance from April through October each year and plant water biofouling control year-round. The chemical is purchased in bulk tank truck loads of 4,500 gallons each and delivered to (4) 15,000-gallon storage tanks in the disinfection building (Building 23).

Sealed bids for this process chemical were publicly opened on January 16, 2025. The results were as follows:

Bidder	Price per Gallon (in US \$)
Hawkins Water Treatment	2.200
2021 price:	0.892
2022 price:	1.645
2023 price:	2.251
2024 price:	2.220

This bidding season we received one bid from Hawkins Water Treatment. Hawkins bid represents a 0.9% decrease from the 2024 contract price. WLSSD budgeted a 5.00% increase (\$2.331/gallon) for 2025. Hawkins provides excellent product and service to WLSSD. Staff would recommend awarding this year's sodium hypochlorite bid to Hawkins Water Treatment.

The Operations and Planning Committee recommends that the Board approve awarding the 2025 Sodium Hypochlorite Bid #1495 to Hawkins Water Treatment for supplying sodium hypochlorite for 2025 for the cost of \$2.200/gallon.

WESTERN LAKE SUPERIOR SANITARY DISTRICT

2626 Courtland Street
Duluth, Minnesota 55806
Phone: (218) 722-3336
Wlssd.com



MEMORANDUM

To: Board of Directors
From: Operations and Planning Committee
Date: January 27, 2025
Subject: Dry Polyacrylamide (DPAM) Flocculant Polymer Agreement (WLSSD Bid #1492)

Project Background

Dry Polyacrylamide (DPAM) Flocculant Polymer is used for thickening waste activated sludge in the rotating drum thickeners (RDT) in Building 8. The product is a white powdery substance that is diluted and mixed on site and then pumped into the RDTs. The product is ordered in “super sack” bags consisting of approximately 1500-1700 lbs. each. The average semi load is 40,000 lbs and received 2-3 times a year.

WLSSD solicited bids for the supply of DPAM for a contract commencing on March 1, 2025, extending for a 12-month period. There was one (1) responsive bidder with qualified polymer with a price of \$1.63/lb (delivered). WLSSD budgeted for a 0% increase in price for 2025. SNF Polydyne is the incumbent supplier for this product and has been a quality responsive supplier for the District to work with. We are currently paying \$1.799/lb (delivered). While we budgeted a 0% increase for 2025. If we use the budgeted volume of 138,000 lbs this will result in a savings of \$23,322 for the year.

Bid #1492 – DPAM Polymer results:

Date	Vendor	Polymer	Unit Price (\$/pound)
3/1/2025 – 2/28/2026	SNF Polydyne	C-3226	\$1.63

Recommendation

The Operations and Planning Committee recommends the Board of Directors approve the one (1) year Agreement between the WLSSD and SNF Polydyne for the purchase and delivery of C-3226 DPAM Polymer for the price of \$1.63 per delivered pound. GL/Asset Account 10000-11020 and expensed to account 40000-66420.

WESTERN LAKE SUPERIOR SANITARY DISTRICT

2626 Courtland Street
Duluth, Minnesota 55806
Phone: (218) 722-3336
www.wlssd.com



MEMORANDUM

To: Board of Directors
From: Operations and Planning Committee
Date: January 27, 2025
Subject: Solid Waste Ordinance Amendments

Background

It is the responsibility of the Western Lake Superior Sanitary District to provide for the management of Solid Waste in a manner that protects public health, welfare and safety of the public, prevents the spread of disease, prevents the creation of nuisances, conserves natural resources, and protects State water, air and land resources. The District accomplishes this through administration of its Solid Waste Ordinance, which establishes standards and regulations for solid waste management and operation of solid waste facilities pursuant to Chapters 400, 458D, and 115A, and Section 115A.554 of the Minnesota State Statutes.

The District Solid Waste Ordinance was last amended in 2018. In addition to minor revisions or clarifications, the key amendments to the Solid Waste Ordinance are summarized as follows:

“Section 2.1. Definitions” was amended to add a definition of “Rubbish Service Provider” which means “Collectors who are specially licensed to haul limited Solid Waste to the District Transfer Station, including Rubbish, miscellaneous materials from residential cleanouts, and furniture, as well as other items that may be hauled to the Materials Recovery Center.” This definition was needed because the Rubbish haulers are collecting a different stream of waste than the Solid Waste Collectors. Rubbish specifically excludes any putrescible waste.

“Section 3.3.4. Administrative Penalty Order” was amended by removing paragraphs B, C, D, and E which detailed the enforcement procedure for an administrative penalty order under Minnesota Statute Section 166.072. Paragraph A allowing the District to utilize the authority of Section 116.072 was not revised. This is only one of several enforcement tools the District has available. This authority has not been used since it was first adopted as the process is cumbersome and inefficient.

“Section 4.3. Waste Preparation and Storage” was amended by adding a new paragraph D which states: “Except as specifically allowed by Minn. Stat. §17.135, no Person shall bury Solid Waste

generated from the Person’s household or business operation.” While the District already has a provision that states that no one can dispose of waste on the land without a permit, this makes clear the prohibition against burying waste. Minn Stat Sec. 17.135 allows the burial of household solid waste in farm operations. However, such burial is not allowed “if regularly scheduled pickup of solid waste is reasonably available at the person's farm, as determined by resolution of the county board of the county where the person's farm is located.”

“Section 4.4. Unacceptable Waste” was amended by adding Rechargeable Batteries to the list of wastes which must be separated by the generator from Solid Waste and managed in accordance with state, federal and district laws and regulations. The definition of Rechargeable Batteries which “means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, including but not limited to lithium-ion batteries” was added to Section 2.1.

“Section 4.8. A. Unauthorized Deposit of Solid Waste” was amended by providing that no person shall “Dispose of Solid Waste within the District at any place except at a Solid Waste Facility authorized by this Ordinance or the MPCA.”

“Section 5.2.8. Late Payment” was amended to clarify that the late payment rate for Solid Waste Management Fees paid by Solid Waste Collectors is the “annual rate equal to one half percent (0.5%) per month or six percent (6%) per annum, or the maximum interest rate allowed by law...”

“Section 6.1. License Required; Access to Transfer Station” was amended to include the requirement that “Any Collector using the District Transfer Station must use a vehicle which mechanically self-unloads the waste.” This requirement was added because some Rubbish Service Providers were arriving at the Transfer Station tipping floor with trucks that had to be manually unloaded. This was creating backups on the tip floor. Additionally, to clarify the District licensing provisions for a Rubbish Service Provider language was added to provide that “Rubbish Service Providers shall comply with all requirements of Section 6 except Section 6.2.9, subsections A, D, G, and H, and Sections 6.3.9 and 6.3.10.”

“Section 6.3.7. Unacceptable Wastes” was amended to add Rechargeable Batteries to the list of unacceptable wastes which Solid Waste Collectors shall not accept from customers. In addition, since Rubbish Service Providers may access the Materials Recovery Center to offload materials collected, language was added providing that “Rubbish Service Providers may collect and transport to the Materials Recovery Center certain banned wastes if they are accepted at the Materials Recovery Center.”

Recommendation:

The Operations and Planning Committee recommends that the Board approve the amendments described to the WLSSD Solid Waste Ordinance.

affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance.

SECTION 8.8 EFFECTIVE DATE

The effective date of this revised Ordinance shall be the day after its publication.

Dated: _____, 2025.

SANITARY BOARD OF THE WESTERN
LAKE SUPERIOR SANITARY

DISTRICT

By: _____
Julene Boe , Chair

By: _____
Marcia Podratz, Secretary

WESTERN LAKE SUPERIOR SANITARY DISTRICT

2626 Courtland Street
Duluth, Minnesota 55806
Phone: (218) 722-3336
Wlssd.com



MEMORANDUM

To: Board of Directors
From: Personnel Committee
Date: January 27, 2025
Subject: Approval of the Land Application Operator Job Description and Pay Grade

Attached to this memo you will find the proposed job description for Land Application Operator. This job description replaces the existing Land Application Operator II job description. Some additional job functions were added to the job description around MSHA safety requirements, monitoring of grit, accumulation and communicating with PC; snow plowing and equipment operation functions were also added.

Minimum qualifications remained the same with 2 years' experience in the operation of heavy equipment and possession a Class "A" commercial driver's license.

Also attached to this memo you will also find a hay factor chart and associated grade recommendation.

Based on the state job match, the updated Land Application Operator job description was assigned a hay points value of 196 points, which would place the classification at a grade 14. An internal and external market study supports this. If approved, the updated paygrade would be effective the first full pay period following approval, February 2, 2025.

The Personnel Committee recommends that the Board approve the proposed Land Application Operator job description at a grade 14.

	Old Job Description	Proposed Job Description
Hay Factors		
<u>Know-How</u>		
<ul style="list-style-type: none"> • Technical knowledge 	<ul style="list-style-type: none"> • Knowledge of operation of heavy equipment 	<ul style="list-style-type: none"> • Knowledge of operation of heavy equipment • Knowledge of state highway regulations and safety regulations
<ul style="list-style-type: none"> • Human relations skills 	<ul style="list-style-type: none"> • Maintains positive working relationships with biosolids customers 	<ul style="list-style-type: none"> • Effectively communicates with the public • Coordinates with farmers and ability to establish effective working relationships
<ul style="list-style-type: none"> • Managerial/Integrating skills 	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • n/a
<ul style="list-style-type: none"> • Tech skills 	<ul style="list-style-type: none"> • Equipment operation and maintenance 	<ul style="list-style-type: none"> • Equipment operation and maintenance
<u>Problem Solving</u>		
<ul style="list-style-type: none"> • The way in which the employee makes decisions and solves problems 	<ul style="list-style-type: none"> • Work is assigned by lead worker or supervisor 	<ul style="list-style-type: none"> • Work is assigned by lead worker or supervisor
<ul style="list-style-type: none"> • Degree in which they have to think on their own 	<ul style="list-style-type: none"> • Work is performed independently at remote locations; moderate degree of judgement 	<ul style="list-style-type: none"> • Work is performed independently at remote locations; moderate degree of judgement
<u>Accountability</u>		
<ul style="list-style-type: none"> • Amount of responsibility for actions, the consequences and the measured effect of their job on the end result of the district 	<ul style="list-style-type: none"> • Set procedures are in place • Low to moderate impact of decisions 	<ul style="list-style-type: none"> • Set procedures are in place • Low to moderate impact of decisions

Special Conditions

- Capability to exert pulling force upon machinery, equipment and valves; to reach overhead and to bend over to operate levers and valves
- Ability to shovel material
- Ability to work in a variety of terrains and environments
- Ability to lift and carry 50 lbs, up to 75 lbs occasionally
- Medically able to wear an air purifying respirator
- Ability to work in confined spaces
- Ability to exert pushing and pulling force, stand kneel, stoop and/or be stationary for extended periods of time
- Work around moving equipment, outdoors, around farm animals and equipment and around loud noises

In the District's current job description, the Land Application Operator II was compared to the state's Transportation Generalist (183 pts). This placed the Land Application Operator II classification at a grade 13 on the District's pay scale for basic unit employees.

During the most recent job review, the revised Land Application Operator was compared to the state's Transportation Generalist (50% of 183 pts) and the Heavy Equipment Operator (50% of 208 pts), for a total of 196 pts. This would place the revised classification at a grade 14.

As part of this review, an internal and external market study was conducted. Placing this classification at a grade 14 aligns with similar positions in both markets.

When reviewing the points assignment to the MN state job match description and the District's job description, it is recommended that the Board approve the proposed Land Application Operator job description be placed at a grade 14.

LAND APPLICATION OPERATOR II

Approved: May 2008

DEFINITION

Under the direct supervision of an Operations Supervisor or an assigned supervisor, an employee in this classification performs a variety of tasks associated with the hauling and spreading of biosolids including field evaluation and preparation, vehicle and equipment operation, maintenance and effective communication with biosolids customers. The work involves operation of all District vehicles and heavy equipment, related preventive maintenance, recordkeeping, data entry, customer service, cleaning duties and related work as assigned.

JOB FUNCTIONS

A Land Application Operator II performs the designated tasks assigned by the supervisor or lead worker to efficiently and safely operate all of the District's vehicles and heavy equipment in accordance with applicable driving laws and proper procedures. This equipment includes front end loaders, semi-tractor trailer combinations, roll-off trucks, agricultural farm machinery and other heavy equipment operation as assigned.

The Land Application Operator II will calibrate biosolids land application machinery for uniform distribution. Places biosolids in areas and at rates designated by a Type IV operator. Maintains positive working relationships with the biosolids customer and reports customer feedback. Effectively communicates with the public by providing information on the biosolids program or other WLSSD programs.

Upon gaining Type IV certification, a Land Application Operator II will delineate and measure fields to mark setbacks, slopes, unsuitable soils or other requirements of State of Minnesota and U.S. EPA biosolids regulations. Interpret data from District records and farmer provided information to calculate or modify application rates. Interacts with farmer pre and post application to coordinate operations with farmer, assures understanding of crop requirements, management practices for biosolids and effective management of nuisances. Collects and transports soil samples.

Maintains positive working relationships with the biosolids customer and reports customer feedback. Communicates with the public by providing information on the biosolids program, or other WLSSD programs.

Performs all related operator's duties including preventive and general maintenance and operational and pre-operational checks. Reports problems and incidents as prescribed by departmental policies and procedures; takes independent action to deal with emergency situations, including all reporting and notification and to ensure that all procedures are followed; responsible for communicating with applicable supervisor and other operators to provide

necessary information on application problems, emergencies and routine updates.

Accomplishes all assigned preventive maintenance and general maintenance tasks, including informal and formal checks to assure continued operational efficiency and troubleshooting and takes appropriate action to ensure that equipment and process failures are minimized. Preventive maintenance includes but is not limited to lubricating, cleaning, replacing filters, adjusting and repairing hydraulic systems.

Performs cleaning duties and other related projects to maintain clean and orderly conditions in the District facilities; maintains a constant awareness of safe work practices; monitors compliance with the District Safety Program to complete work without accidents or injuries; attends in-service training as required by the supervisor or lead worker; assists in the training and education of other operators and employees in lower classifications by providing on-the-job training, general instruction and specific training as required; and performs related duties as assigned.

MINIMUM QUALIFICATIONS

Possess two years of full-time equivalent work experience in the operation of semi-tractors, loaders, plows, roll offs and other motorized equipment and vehicles and possession of a valid Class "A" commercial driver's license; or a combination of directly related experience and education which totals two years with a valid Class "A" commercial driver's license.

Must acquire a State of Minnesota Type IV land application certificate within nine months of employment, and, thereafter, maintain a valid Type IV certification.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to effectively and accurately perform calculations, maintain logs, interpret maps, calibrate equipment and utilize field instrumentation such as GPS and inclinometers in order to delineate fields.

Knowledge of the operations of gas and diesel powered motorized equipment; possess good manipulative and mechanical abilities; ability to perform operator service and maintenance to the equipment; ability to locate and repair minor operational equipment deficiencies; ability to interpret simple illustrated equipment and parts breakdown, sketches and other related operational equipment. Ability to work in a safe and efficient manner; capability to exert pulling force upon machinery, equipment and valves; to reach overhead and to bend over to operate levers and valves; ability to shovel material and; ability to establish and maintain effective working relationships with fellow employees and supervisors.



Title:	Land Application Operator
Reports To:	Clean Water and Reuse Manager
FLSA Status:	Non-Exempt; Bargaining Unit position
FTE, Shift & Hours:	1.0 FTE; M-F (40 hours / week)
Pay Grade:	xx

DEFINITION

Under the direction of the Clean Water and Reuse Manager or other assigned supervisor, the Land Application Operator is responsible for the hauling and spreading of biosolids including field evaluation and preparation, vehicle and equipment operation and maintenance, and effective communication with biosolids customers. This position is also responsible for backfilling the Senior Land Application Operator when required.

JOB FUNCTIONS

- Performs designated tasks assigned by department manager or lead worker to efficiently and safely operate all of the District's vehicles and heavy equipment in accordance with applicable driving laws and procedures
- Responsible for the safe and effective operation of front-end loaders, semi-tractor trailer combinations, flat bed trailers, agricultural farm machinery and other heavy equipment
- Inspects and maintains vehicles and equipment to meet MSHA and DOT safety requirements
- Determines safe routes for vehicles and equipment by assessing terrain, weather related conditions, traffic and environmental hazards
- Ensures effective application of biosolids through calibrating machinery and ensuring accuracy of areas and rates of application as assigned
- Establishes and maintains positive working relationships with biosolids customers and reports on customer feedback
- Effectively communicates with the public by providing information on the biosolids program or other WLSSD programs
- Delineates and measures fields to mark setbacks, slopes, unsuitable soils or other requirements of state or federal governing entities
- Properly collects, transports and ships soil samples to meet regulatory requirements
- Interprets data from District records and farmer-provided information to calculate or modify application rates
- Coordinates operations with farmers pre- and post-application to ensure customer's preferences are met, in regard to staging areas access points and access ways
- Performs general and preventive maintenance, operational and pre-operational equipment checks
- Reports problems and incidents as prescribed by departmental policies and procedures; takes independent action to address with emergency situations including all required reporting and notification

- Monitors grit and debris accumulation and processes in grit trailer room, septic and vector dumping pads; removes as necessary
- Coordinates with Clean Water Production staff regarding grit, vector and septic truck discharge issues
- Performs cleaning duties and other related projects to maintain clean, orderly and safe working conditions
- 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
- Performs snow removal for District facilities using plow trucks, sanding trucks, front-end loaders and other equipment
- Maintains a constant awareness of safe work practices; monitors compliance with District safety program to complete work without accidents or injuries
- Performs related duties as assigned

MINIMUM QUALIFICATIONS

Education and Experience

- Possess two years' work experience in the operation of semi-tractors, loaders, plows, flat bed trailers and other motorized equipment
- An equivalent combination of education and experience may also be considered

Licenses and Certifications

- Possess a valid Class "A" commercial driver's license
- Ability to obtain State of Minnesota Type IV Land Application Certificate within nine months of hire
- Ability to obtain and maintain MSHA Miner Safety Certificate of Training (Form 5000-23)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the operations of gas- and diesel-powered motorized equipment
- Knowledge of MN and WI DOT highway regulations pertaining to weight limits, equipment condition, load securement, seasonal restrictions, route restrictions and when/where oversize and overweight permits are necessary
- Knowledge of MSHA safety regulations while on mine properties
- Possess strong mechanical skills
- Ability to effectively and accurately perform calculations, maintain logs, interpret maps, calibrate equipment and utilize field instrumentation such as geographic positioning systems (GPS) and inclinometers in order to delineate fields
- Ability to troubleshoot and repair minor operational equipment deficiencies
- Ability to interpret simple illustrated equipment and parts breakdown and schematics
- Ability to work in safe and efficient manner
- Ability to establish and maintain effective working relationships with internal and external stakeholders

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
- Ability to be stationary for extended periods of time
- 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, right of ways, in confined spaces and around farm animals and equipment
- Loud noise, indoor and outdoor conditions, including all weather conditions and working in remote areas

WESTERN LAKE SUPERIOR SANITARY DISTRICT

2626 Courtland Street
Duluth, Minnesota 55806
Phone: (218) 722-3336
Wlssd.com



W L S S D

MEMORANDUM

To: Board of Directors
From: Personnel Committee
Date: January 27, 2025
Subject: Approval of Senior Land Application Operator job description and pay grade

Attached to this memo you will find the proposed job description for Senior Land Application Operator. This job description replaces the existing Land Application Operator I job description. Some additional job functions were added to the job description around MSHA safety requirements, verification of biosolids site application plans and field maps, coordination of work of Land Application Operators and utilization of GPS technology.

Minimum qualifications largely remained the same with 5 years' experience operating heavy equipment, a Class "A" commercial driver's license and a MN Type IV land application certification. One additional qualification was added for obtaining and maintaining an MSHA Miner Safety Certificate of Training.

Also attached to this memo you will also find a hay factor chart and associated grade recommendation.

Based on the state job match, the updated Senior Land Application Operator job description was assigned a hay points value of 218 points, which would place the classification at a grade 15. An internal and external market study supports this. If approved, the updated paygrade would be effective the first full pay period following approval, February 2, 2025.

The Personnel Committee recommends that the Board of Directors approve the proposed Senior Land Application Operator job description at a grade 15.

	Old Job Description	Proposed Job Description
Hay Factors		
<u>Know-How</u>		
<ul style="list-style-type: none"> • Technical knowledge 	<ul style="list-style-type: none"> • Knowledge of operation of heavy equipment 	<ul style="list-style-type: none"> • Knowledge of operation of heavy equipment • Knowledge of state highway regulations and safety regulations • MSHA
<ul style="list-style-type: none"> • Human relations skills 	<ul style="list-style-type: none"> • Maintains positive working relationships with biosolids customers 	<ul style="list-style-type: none"> • Effectively communicates with the public • Coordinates with farmers and ability to establish effective working relationships
<ul style="list-style-type: none"> • Managerial/Integrating skills 	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • Coordinates and directs operations in the field among Land Application Operators
<ul style="list-style-type: none"> • Tech skills 	<ul style="list-style-type: none"> • Equipment operation and maintenance 	<ul style="list-style-type: none"> • Equipment operation and maintenance • GPS systems
<u>Problem Solving</u>		
<ul style="list-style-type: none"> • The way in which the employee makes decisions and solves problems 	<ul style="list-style-type: none"> • Work is assigned by lead worker or supervisor 	<ul style="list-style-type: none"> • Work is assigned by lead worker or supervisor
<ul style="list-style-type: none"> • Degree in which they have to think on their own 	<ul style="list-style-type: none"> • Work is performed independently at remote locations; moderate degree of judgement 	<ul style="list-style-type: none"> • Work is performed independently at remote locations; moderate degree of judgement
<u>Accountability</u>		
<ul style="list-style-type: none"> • Amount of responsibility for actions, the consequences and the measured effect of their 	<ul style="list-style-type: none"> • Set procedures are in place • Low to moderate impact of decisions 	<ul style="list-style-type: none"> • Set procedures are in place • Low to moderate impact of decisions • Responsible for work of Land Application Operators

**job on the end result of
the district**

Special Conditions

- Ability to work in a safe and efficient manner
- Capability to exert pulling force upon machinery, equipment and valves; to reach overhead and to bend over to operate levers and valves
- Ability to shovel material
- Ability to work in a variety of terrains and environments
- Ability to lift and carry 50 lbs, up to 75 lbs occasionally
- Medically able to wear an air purifying respirator
- Ability to work in confined spaces
- Ability to exert pushing and pulling force, stand kneel, stoop and/or be stationary for extended periods of time
- Work around moving equipment, outdoors, around farm animals and equipment and around loud noises

In the District's current job description, the Land Application Operator was compared to the state's Transportation Generalist (75% of 183 pts), Senior Transportation Generalist (15% of 214 pts) and Transportation Specialist (5% of 247 pts) for a total of 194 pts. This placed the Land Application Operator classification at a grade 14 on the District's pay scale for basic unit employees.

During the most recent job review, the revised Senior Land Application Operator was compared to the state's Heavy Equipment Operator (30% of 208 pts), Transportation Generalist Senior (50% of 214 pts) and Transportation Specialist (20% of 245 pts) for a total of 218 pts. This would place the revised classification at a grade 15.

As part of this review, an internal and external market study was conducted. There was limited external market data, but both an internal market study and the progressive nature of the Land Application job family would support this position being placed at a grade 15.

When reviewing the points assignment to the MN state job match description and the District's job description, it is recommended that the Board approve the proposed Senior Land Application Operator job description be placed at a grade 15.

LAND APPLICATION OPERATOR

Approved: May 2008

DEFINITION

Under the direct supervision of an Operations Supervisor or an assigned supervisor, an employee in this classification performs a variety of tasks associated with the day-to-day operation of the biosolids program including field evaluation and preparation, vehicle and equipment operation, maintenance, effective communication with biosolids customers; and the development and maintenance of the biosolids program land base management systems. The work involves operation of all District vehicles and heavy equipment, related preventive maintenance, recordkeeping, data entry, customer service, cleaning duties, guidance, and related work as assigned.

JOB FUNCTIONS

A Land Application Operator performs the designated tasks assigned by the supervisor or lead worker to efficiently and safely operate all of the District's vehicles and heavy equipment in accordance with applicable driving laws and proper procedures. This equipment includes front end loaders, semi-tractor trailer combinations, roll-off trucks, agricultural farm machinery and other heavy equipment operation as assigned.

The Land Application Operator will delineate and measure fields to mark setbacks, slopes, unsuitable soils or other requirements of State of Minnesota and U.S. EPA biosolids regulations. Calibrates biosolids land application machinery for uniform distribution. Places biosolids in areas and at rates in accordance with rules governing the use of biosolids. Interprets available data from District records and farmer provided information to calculate or modify application rates. Interacts with farmers pre- and post-application to coordinate operations with farmer, assures understanding of crop requirements, management practices for biosolids and effective management of nuisances. Collects and transports samples.

Maintains positive working relationships with the biosolids customer and reports customer feedback. Communicates with the public by providing information on the biosolids program, or other WLSSD programs.

Utilize GPS technology to acquire field information and provide gathered information to appropriate staff for archival and mapping purposes. Performs all related operator's duties including preventive and general maintenance and operational and pre-operational checks. Reports problems and incidents as prescribed by departmental policies and procedures; takes

independent action to deal with emergency situations, including all reporting and notification and to ensure that all procedures are followed; responsible for communicating with applicable supervisor and other operators to provide necessary information on application problems, emergencies and routine updates.

Accomplishes all assigned preventive maintenance and general maintenance tasks, including informal and formal checks to assure continued operational efficiency and troubleshooting and takes appropriate action to ensure that equipment and process failures are minimized. Preventive maintenance includes but is not limited to lubricating, cleaning, replacing filters, adjusting and repairing hydraulic systems.

Performs cleaning duties and other related projects to maintain clean and orderly conditions in the District facilities; maintains a constant awareness of safe work practices; monitors compliance with the District Safety Program to complete work without accidents or injuries; attends in-service training as required by the supervisor or lead worker; assists in the training and education of other operators and employees in lower classifications by providing on-the-job training, general instruction and specific training as required; conducts performance testing of other operators and performs related duties as assigned.

MINIMUM QUALIFICATIONS

Possess five years of full-time equivalent work experience in the operation of semi-tractors, loaders, plows, roll offs and other motorized equipment and vehicles and possession of a valid Class "A" commercial driver's license; or a combination of directly related experience and education which totals two years with a valid Class "A" commercial driver's license.

Possess three years of full-time equivalent work experience as a Minnesota Type IV certified Land Application Operator II.

Possess a valid State of Minnesota Type IV land application certificate.

Has demonstrated the ability to use GPS systems to acquire and transfer field information for the purposes of updating land application program maps.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to effectively and accurately perform calculations, maintain logs, interpret maps, calibrate equipment and utilize field instrumentation such as GPS and inclinometers. Ability to operate geographic positioning system equipment to collect and transfer map data.

Knowledge of the operations of gas and diesel powered motorized equipment; possess good manipulative and mechanical abilities; ability to perform operator service and maintenance to the equipment; ability to locate and repair minor operational equipment deficiencies; ability to interpret simple illustrated equipment and parts breakdown, sketches and other related operational equipment. Ability to work in a safe and efficient manner; capability to exert pulling force upon machinery, equipment and valves; to reach overhead and to bend over to operate levers and valves; ability to shovel material and; ability to establish and maintain effective working relationships with fellow employees and supervisors.



Title:	Senior Land Application Operator
Reports To:	Clean Water and Reuse Manager
FLSA Status:	Non-Exempt; Bargaining Unit position
FTE, Shift & Hours:	1.0 FTE; M-F (40 hours / week)
Pay Grade:	XX

DEFINITION

Under the direction of the Clean Water and Reuse Manager or other assigned supervisor, and with latitude for independent action, the Senior Land Application Operator is responsible for the day-to-day operation of the biosolids program including field evaluation and preparation, vehicle and equipment operation, maintenance, effective communication with biosolids customers, and the development and maintenance of the biosolids program land base management systems.

JOB FUNCTIONS

- Performs designated tasks assigned by department manager or lead worker to efficiently and safely operate all of the District's vehicles and heavy equipment in accordance with applicable driving laws and procedures
- Responsible for the safe and effective operation of front-end loaders, semi-tractor trailer combinations, roll-off trucks, agricultural farm machinery and other heavy equipment
- Inspects and maintains vehicles and equipment to meet MSHA safety requirements
- Determines safe routes for vehicles and equipment by assessing terrain, weather related conditions, traffic and environmental hazards
- Ensures effective application of biosolids through calibrating machinery and ensuring accuracy of areas and rates of application
- Interprets data from District records and farmer-provided information to calculate or modify application rates
- Establishes and maintains positive working relationships with biosolids customers and reports on customer feedback
- Effectively communicates with the public by providing information on the biosolids program or other WLSSD programs
- Delineates and measures fields to mark setbacks, slopes, unsuitable soils or other requirements of state or federal governing entities
- Verifies biosolids site application plan and field maps to ensure accuracy; reports errors and amends the plan as needed; follows site application plan precisely; signs and approves plan when completed under personal Type IV license
- Performs the daily application of biosolids to permitted application sites
- Coordinates and directs operations in the field among Land Application Operators for truck unloading, equipment positioning, load amounts and other operations

- Coordinates operations with farmers pre- and post-application to ensure understanding of crop requirements, management practices for biosolids and effective management of nuisances
- Properly collects, transports and ships soil samples to meet regulatory requirements
- Utilizes geographic positions system (GPS) technology to acquire field information and provide gathered information to appropriate staff for archival and mapping purposes
- Performs general and preventive maintenance, operational and pre-operational equipment checks
- Reports problems and incidents as prescribed by departmental policies and procedures; takes independent action to deal with emergency situations including all required reporting and notification
- Communicates with manager or other relevant stakeholders on necessary information regarding application issues, emergencies and routine updates
- Performs cleaning duties and other related projects to maintain clean, orderly and safe working conditions
- 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
- Plows snow at District facilities using plow trucks, sanding trucks, front-end loaders and other equipment
- Maintains a constant awareness of safe work practices; monitors compliance with District safety program to complete work without accidents or injuries
- Performs related duties as assigned

MINIMUM QUALIFICATIONS

Education and Experience

- Possess five years' work experience in the operation of semi-tractors, loaders, plows, roll-offs and other motorized equipment
- Three years' full-time work experience as a Minnesota Type IV certified Land Application Operator
- An equivalent combination of education and experience may also be considered

Licenses and Certifications

- Possess a valid Class "A" commercial driver's license
- Possess a valid state of Minnesota Type IV land application certificate
- Possess or ability to obtain and maintain MSHA Miner Safety Certificate of Training (Form 5000-23)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the operations of gas- and diesel-powered motorized equipment

- Knowledge of MN and WI DOT highway regulations pertaining to weight limits, equipment condition, load securement, seasonal restrictions, route restrictions and when/where oversize and overweight permits are necessary
- Knowledge of MSHA safety regulations while on mine properties
- Possess strong mechanical skills
- Ability to operate GPS equipment to collect and transfer map data
- Ability to effectively and accurately perform calculations, maintain logs, interpret maps, calibrate equipment and utilize field instrumentation such as GPS and inclinometers in order to delineate fields
- Considerable ability in troubleshooting and repair minor operational equipment deficiencies
- Ability to interpret illustrated equipment and parts breakdown and schematics
- Ability to work in safe and efficient manner
- Ability to establish and maintain effective working relationships with internal and external stakeholders
- Ability to effectively coordinate and direct operations in the field
- Proficient in planning for efficient field operations.

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
- Ability to be stationary for extended periods of time
- 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, right of ways, in confined spaces, around farm animals and equipment
- Loud noise, indoor and outdoor conditions, including all weather conditions and working in remote areas

WESTERN LAKE SUPERIOR SANITARY DISTRICT

2626 Courtland Street
Duluth, Minnesota 55806
Phone: (218) 722-3336
Wlssd.com



W L S S D

MEMORANDUM

To: Board of Directors
From: Personnel Committee
Date: January 27, 2025
Subject: Approval of Laboratory Technician job description and pay grade

Attached to this memo you will find the proposed job description for Laboratory Technician. In the most recent review, very few changes were made to content. Format and consistency were updated and a few updates to regulatory bodies.

Minimum qualifications remained the same with a bachelor's degree and two years' experience.

Also attached to this memo you will also find a hay factor chart and associated grade recommendation.

Based on the state job match, this classification had no change in hay points from the previous review (207 points). While the points value would place this classification at a grade 15, it is currently at a grade 16 due to prior mediation; internal and external market data support is remaining at a grade 16.

If approved, the updated paygrade would be effective the first full pay period following approval, February 2, 2025.

The Personnel Committee recommends the Board approve the proposed Laboratory Technician job description at a grade 16.

Hay Factors	Old Job Description	Proposed Job Description
<u>Know-How</u> <ul style="list-style-type: none"> • Technical knowledge • Human relations skills • Managerial/Integrating skills • Tech skills 	<ul style="list-style-type: none"> • Knowledge of proper sampling and monitoring techniques and terminology • Communicates with wastewater operators when required • n/a • Analytical skills • Understanding and interpreting test results 	<ul style="list-style-type: none"> • Knowledge of proper sampling and monitoring techniques and terminology • Communicates with operations staff when required • n/a • Analytical skills • Understanding and interpreting test results
<u>Problem Solving</u> <ul style="list-style-type: none"> • The way in which the employee makes decisions and solves problems • Degree in which they have to think on their own 	<ul style="list-style-type: none"> • Work is assigned by lead worker or supervisor • Work is performed independently; moderate degree of judgement 	<ul style="list-style-type: none"> • Work is assigned by lead worker or supervisor • Work is performed independently; moderate degree of judgement
<u>Accountability</u> <ul style="list-style-type: none"> • Amount of responsibility for actions, the consequences and the measured effect of their job on the end result of the district 	<ul style="list-style-type: none"> • Set procedures are in place • Low to moderate impact of decisions 	<ul style="list-style-type: none"> • Set procedures are in place • Low to moderate impact of decisions
<u>Special Conditions</u>	<ul style="list-style-type: none"> • Ability to be mobile over a variety of steps, ladders, 	<ul style="list-style-type: none"> • Ability to be mobile over a wide variety of structures and surfaces including ladders,

confined spaces and topography

- Possess sufficient physical strength and agility to perform regular lifting and moving of supplies and equipment

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 20 pounds, and occasionally carry up to 60 pounds
- Ability to work in confined spaces

In the District's current job description, the Laboratory Technician was compared to the state's Chemist Aide (50% of 175 pts) and Chemist 1 (50% of 228 pts) for a total of 207 pts. While a points value of 207 would typically place this classification at a grade 15, results of a previous mediation hearing placed it at a grade 16 on the District's pay scale for basic unit employees.

Due to minimal changes in the job description, during the most recent job review, the revised Laboratory Technician state job match remained the same.

As part of this review, an internal and external market study was conducted. Placing this classification at a grade 16 aligns with similar positions in both markets.

When reviewing the points assignment to the MN state job match description and the District's job description, it is recommended that the Board approve the proposed Laboratory Technician job description remain at a grade 16.

LABORATORY TECHNICIAN

November 2006

DEFINITION

Under direction of the Director of Environmental Services or the Laboratory Lead, includes, but is not necessarily limited to, performing physical, chemical and biological tests and analyses in the laboratory and field as required using approved methods as applied, but not limited to, industrial wastewater, sludge, ash, solid waste, water and sewage; to operate and perform routine maintenance on monitoring and sampling stations and laboratory equipment; to assist in the establishment of monitoring programs in the development of sample sites and the assurance of proper sampling techniques; to perform the necessary functions to insure safe and efficient working conditions, maintain high standards of Quality Assurance and Quality Control (QA/QC), and to perform other related duties as assigned.

JOB FUNCTIONS

Collects samples of a variety of media including water, sludge, wastewater, biosolids and solid waste from the appropriate sites; operates and maintains all sampling equipment, monitoring equipment and lab equipment. Performs a variety of physical, chemical and bacteriological tests in the laboratory and field; determines most appropriate method to be used for sampling and testing purposes within guidelines established; maintains complete and accurate records in computer system, which may ultimately lead to the preparation of reports on such data. Notifies the supervisor of any impending or known problems associated with sampling, analysis, data generation, monitoring or observations; assists with identifying and implementing new or improved field monitoring techniques and laboratory procedures; notifies senior wastewater treatment operators of conditions that require permit-specified action (e.g. activate disinfection); keeps abreast of innovations in laboratory technology and methodology; fulfills requirements specified by applicable laboratory certification programs (e.g. MN Dept. of Health); works on special projects as assigned within the focus areas of inflow and infiltration reduction, overflow/spill response, beach monitoring, overall wastewater treatment plant performance and industrial pretreatment compliance.

Performs duties and tasks to maintain safe and orderly conditions in the District facilities; maintains a constant awareness of safe work practices; monitors compliance with the District Safety Program to complete work without accidents or injuries; attends in-service training as required by the supervisor or lead worker.

Performs duties and tasks related to QA/QC including the maintenance of QA/QC charts and control limits for all analyses; writing new and revising existing Standard Operating Procedures (SOPs) for sampling and analysis; and validating calculations and entries made to the master data base.

Provides support and directly contributes to environmental stewardship initiatives; assists in the training and/or education of other employees, employees in lower classifications, and individuals within the regional environmental community by providing on-the-job training and oversight, general instruction and specific training as required or as assigned. Professionally and effectively communicates and interacts with co-workers and, when necessary, the public at large.

MINIMUM QUALIFICATIONS

Possession of a four-year Baccalaureate degree (B.S. preferred) from an accredited college or university with a major in Chemistry, Biology or a related field; plus two years of responsible experience in an environmental or wastewater laboratory, or a related technical background that is directly pertinent to the job specifics. Possess a valid driver's license from current state of residence.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the proper sampling and monitoring techniques; knowledge of laboratory principals and techniques, and terminology; knowledge of laboratory equipment and safe work practices; knowledge of computerized information system and spreadsheets. Ability to understand and interpret test results; ability to perform routine laboratory tests and sampling duties in the field. Ability to be mobile over a variety of steps, ladders, confined spaces and topography; possess sufficient physical strength and agility to perform regular lifting and moving of supplies and equipment. Ability to develop and maintain effective working relationships with staff, other employees and agencies, and the public.



Title:	Laboratory Technician
Reports To:	Environmental Services Manager
FLSA Status:	Non-Exempt; Bargaining Unit position
FTE, Shift & Hours:	1.0 FTE; M-F (40 hours / week)
Pay Grade:	xx

DEFINITION

Under the direction of the Environmental Services Manager or other assigned supervisor, the Laboratory Technician is responsible for performing physical, chemical and biological tests and analyses in the laboratory and field as required using approved methods as applied, but not limited to industrial wastewater, sludge, solid waste, water and sewage. This position operates and performs routine maintenance on monitoring and sampling stations and laboratory equipment, assists in the establishment of monitoring programs in the development of sample sites and ensures proper sampling techniques.

JOB FUNCTIONS

- Collects various samples of media including water, sludge, wastewater, biosolids and solid waste from the appropriate sites; operates and maintains all sampling equipment, monitoring equipment and lab equipment
- Performs a variety of physical, chemical and bacteriological tests in the laboratory and field; determines most appropriate method to be used for sampling and testing purposes within guidelines established; maintains complete and accurate records in computer system, which may ultimately lead to the preparation of reports on such data
- Notifies supervision of any impending or known problems associated with sampling, analysis, data generation, monitoring or observations; assists with identifying and implementing new or improved field monitoring techniques and laboratory procedures
- Communicates with operations staff on conditions that require permit-specified action (e.g. activate disinfection)
- Keeps abreast of innovations in laboratory technology and methodology
- Fulfills requirements specified by applicable laboratory certification programs (e.g. MPCA, WI DNR)
- Works on special projects as assigned within the focus areas of inflow and infiltration reduction, overflow/spill response, overall wastewater treatment plant performance and industrial pretreatment compliance
- Performs duties and tasks related to QA/QC including the maintenance of QA/QC charts and control limits for all analyses
- Develops and revises Standard Operating Procedures (SOPs) for sampling and analysis
- Validates calculations and entries made to the master database

- Provides support and directly contributes to environmental stewardship initiatives
- Attends in-service training when required; assists in the training and guidance of staff by providing on-the-job training, general instruction and specific training as required
- Maintains a constant awareness of safe work practices; monitors compliance with District safety program to complete work without accidents or injuries
- 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 chemistry, biology or a closely related field and two years' experience in an environmental or wastewater laboratory or a related technical background
- An equivalent combination of education and experience may also be considered

Licenses and Certifications

- Possess a valid driver's license

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the proper sampling and monitoring techniques
- Knowledge of laboratory principles, techniques and terminology
- Knowledge of laboratory equipment and safe work practices
- Knowledge of computerized information systems and spreadsheets
- Ability to understand and interpret test results
- Ability to perform routine laboratory tests and sampling duties in the field
- Considerable analytical ability, technical training and the ability to work independently
- Ability to consistently perform duties in compliance with established procedures and quality control standards
- Ability to work in safe and efficient manner
- Ability to communicate effectively both verbally and in writing
- Ability to plan, prioritize and multi-task
- Ability to establish and maintain effective working relationships with internal and external stakeholders

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 20 pounds, and occasionally carry up to 60 pounds
- Ability to work in confined spaces

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 equipment
- Loud noise, indoor and outdoor conditions, including all weather conditions and working in remote areas

WESTERN LAKE SUPERIOR SANITARY DISTRICT

2626 Courtland Street
Duluth, Minnesota 55806
Phone: (218) 722-3336
Wlssd.com



WLSSD

MEMORANDUM

To: Board of Directors
From: Personnel Committee
Date: January 27, 2025
Subject: Approval of Chemist job description and pay grade

Attached to this memo you will find the proposed job description for Chemist. Minimal changes were made to content; format and consistency were updated.

Minimum qualifications remained the same with a bachelor's degree and 4 years' experience.

Also attached to this memo you will also find a hay factor chart and associated grade recommendation.

Based on the state job match, the updated Chemist job description was assigned to a hay points value of 257 points. This points value would keep this classification at a grade 18. Internal and external market data support this classification remaining at a grade 18. If approved, the updated paygrade would be effective the first full pay period following approval, February 2, 2025.

The Personnel Committee recommends the Board approve of the proposed Chemist job description at a grade 18.

	Old Job Description	Proposed Job Description
Hay Factors		
<u>Know-How</u>		
<ul style="list-style-type: none"> • Technical knowledge 	<ul style="list-style-type: none"> • Knowledge laboratory principles, methods and techniques • Biology, chemistry and bacteriology 	<ul style="list-style-type: none"> • Advanced knowledge laboratory principles, methods and techniques • Biology, chemistry and bacteriology
<ul style="list-style-type: none"> • Human relations skills 	<ul style="list-style-type: none"> • Provides technical assistance to District staff and/or community 	<ul style="list-style-type: none"> • Provides technical assistance to District staff and/or community
<ul style="list-style-type: none"> • Managerial/Integrating skills 	<ul style="list-style-type: none"> • Assists in the training and education of other employees 	<ul style="list-style-type: none"> • Assists in the training and education of other employees
<ul style="list-style-type: none"> • Tech skills 	<ul style="list-style-type: none"> • Laboratory, diagnostic and analytical skills 	<ul style="list-style-type: none"> • Laboratory, diagnostic and analytical skills
<u>Problem Solving</u>		
<ul style="list-style-type: none"> • The way in which the employee makes decisions and solves problems 	<ul style="list-style-type: none"> • Work is assigned by lead worker or supervisor • Latitude for independent action 	<ul style="list-style-type: none"> • Work is assigned by lead worker or supervisor • Latitude for independent action
<ul style="list-style-type: none"> • Degree in which they have to think on their own 	<ul style="list-style-type: none"> • Work is performed independently; moderate degree of judgement 	<ul style="list-style-type: none"> • Work is performed independently; moderate degree of judgement
<u>Accountability</u>		
<ul style="list-style-type: none"> • Amount of responsibility for actions, the consequences and the measured effect of their job on the end result of the district 	<ul style="list-style-type: none"> • Set procedures are in place • Moderate impact of decisions 	<ul style="list-style-type: none"> • Set procedures are in place • Moderate impact of decisions
<u>Special Conditions</u>	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • 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 20 pounds, and occasionally carry up to 60 pounds

In the District's current job description, the Chemist was compared to the state's Chemist 1 (238 pts). This placed the Chemist classification at a grade 18 on the District's pay scale for basic unit employees.

In the most recent review, the Chemist was compared to the state's Chemist 1 (50% of 238 pts) and Chemist 2 (50% of 275 pts) for a total of 257 pts. This would place the revised Chemist 1 job description at a grade 18, remaining unchanged from the previous grade assignment for this classification.

As part of this review, an internal and external market study was conducted. Placing this classification at a grade 18 aligns with similar positions in both markets.

When reviewing the points assignment to the MN state job match description and the District's job description, it is recommended that the Board approve the proposed Laboratory Technician job description remain at a grade 18.

CHEMIST

Approved: 11/1991

DEFINITION

Under direction of the Supervisor of Laboratory and Analytical Services, includes, but not necessarily limited to, to perform professional level work in biology, chemistry and bacteriology as applied, but not limited, to water and wastewater treatment; to test and analyze samples for physical, chemical and bacteriological content; to assist Supervisor to see that various programs and regulations involving the laboratory are in compliance and assist in correcting non-compliance's; to study means of controlling water, air and soil pollution; to act in a lead position to other lab personnel; and to perform related duties as required.

JOB FUNCTIONS

Performs chemical and physical analyses of raw and treated water or wastewater and sewage sludge and of waters submitted in complaint; identifies and detects chemical and biological parameters and determines which parameters are harmful constituents to the systems studied; and traces harmful parameters to their origins and assists in the development of methods to eliminate them; Performs bacteriological examinations of water, air and wastewater.

Performs or directs, as required, the operation and maintenance of specialized laboratory instrumentation used in organic or metal analyses; insures that instrumentation and testing techniques comply with approved standard methods and maintains a continuing quality assurance program for all laboratory test parameters; and provides a source of technical assistance as required by District staff or community needs.

Keeps abreast of new developments in the field of laboratory technology which includes the computer system, and implements when necessary. Maintains accurate records and reports through the computer system; and performs whatever steps required to treat wastewater according to the standards of the State of Minnesota and the United States Government.

Performs cleaning duties and other related projects to maintain clean and orderly conditions in the District facilities; maintains a constant awareness of safe work practices; monitors compliance with the District Safety Program and Emergency Plan to complete work without accidents or injuries; attends in-service training as required by the Supervisor or Lead Worker; assists in the training and education of other employees by providing on-the-job training, general instruction and specific training as required.

MINIMUM QUALIFICATIONS

Possession of a bachelor's degree from an accredited college or university with a major in chemistry and 4 years of responsible experience in a laboratory or a

degree in a related field and 6 years of responsible experience in a laboratory; and one year lead experience in a related field.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of laboratory principles, methods and techniques; and knowledge of the use and care of laboratory equipment and of safe work practices. Ability to perform a variety of laboratory tests and laboratory diagnostic work; and ability to accurately interpret and record results of laboratory work. Ability to make effective use of computerized information system and spreadsheets.



Title:	Chemist
Reports To:	Environmental Services Manager
FLSA Status:	Non-Exempt; Bargaining Unit position
FTE, Shift & Hours:	1.0 FTE; M-F (40 hours / week)
Pay Grade:	XX

DEFINITION

Under the direction of the Environmental Services Manager or other assigned supervisor, and with latitude for independent action, the Chemist is responsible for performing professional level work in biology, chemistry and bacteriology as applied, but not limited to industrial wastewater, sludge, solid waste, water and sewage. This position analyzes samples for physical, chemical and bacteriological content, assists manager with compliance and corrective actions and studies means of controlling water, air and soil pollution.

JOB FUNCTIONS

- Performs chemical and physical analyses of raw and treated water or wastewater and sewage sludge and of waters submitted in complaint
- Identifies and detects chemical and biological parameters and determines which parameters are harmful constituents to the systems studied; traces harmful parameters to their origins and assists in the development of methods to eliminate them
- Performs bacteriological examinations of water, air and wastewater
- Performs or directs, as required, the operation and maintenance of specialized laboratory instrumentation used in metal analyses
- Ensures that instrumentation and testing techniques comply with approved standard methods and maintains a continuing quality assurance program for all laboratory test parameters
- Provides a source of technical assistance as required by District staff or community needs
- Keeps abreast of new developments in the field of laboratory technology which includes the computer system, and implements when necessary
- Maintains accurate records and reports through the computer system
- Performs whatever steps required to treat wastewater according to the standards of the State of Minnesota, State of Wisconsin, and the United States Government
- Develops and revises Standard Operating Procedures (SOPs) for sampling and analysis
- Provides support and directly contributes to environmental stewardship initiatives
- Attends in-service training when required; assists in the training and guidance of staff by providing on-the-job training, general instruction and specific training as required
- Maintains a constant awareness of safe work practices; monitors compliance with District safety program to complete work without accidents or injuries

- 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 chemistry, biology or a closely related field and four years' experience in an environmental or wastewater laboratory or a related technical background
- An equivalent combination of education and experience may also be considered

Licenses and Certifications

- Possess a valid driver's license

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Advanced knowledge of laboratory principles, techniques and terminology
- Thorough knowledge and understanding and application of Quality Assurance principles
- Knowledge of chemistry as applied to the treatment of sewage and industrial wastes
- Knowledge of laboratory equipment and safe work practices
- Knowledge of computerized information system and spreadsheets
- Ability to accurately interpret and record results of laboratory work
- Ability to perform a variety of laboratory tests and laboratory diagnostic work
- Ability to apply and interpret test results in recommending proper operation of equipment
- Ability to work in safe and efficient manner
- Ability to establish and maintain effective working relationships with internal and external stakeholders

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 20 pounds, and occasionally carry up to 60 pounds

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 around equipment
- Loud noise, indoor and outdoor conditions, including all weather conditions and working in remote areas

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2626 Courtland Street
Duluth, Minnesota 55806
Phone: (218) 722-3336
Wlssd.com



W L S S D

MEMORANDUM

To: Board of Directors
From: Personnel Committee
Date: January 27, 2025
Subject: Approval of Laboratory Lead Job Description and Pay Grade

Attached to this memo you will find the proposed job description for Laboratory Lead. In the most recent review, format and content were updated for consistency. Language was added throughout around the direction of the work of an efficient and effective laboratory team. Job functions for creating and updating SOP's were added as well. NPDES permit requirements and knowledge of the LIMS system were added to KSA's.

Minimum qualifications were updated to a bachelor's degree + 6 years' experience (previously 4 years' experience).

Also attached to this memo you will also find a hay factor chart and associated grade recommendation. Based on the state job match, the updated Laboratory Lead job description was assigned a hay points value of 346. This points value would place the updated job description at a grade 21. Internal and external market data support this classification at a grade 21. If approved, the updated paygrade would be effective the first full pay period following approval, February 2, 2025.

The Personnel Committee recommend the Board approve the proposed Laboratory Lead job description at a grade 21.

	Old Job Description	Proposed Job Description
Hay Factors		
<u>Know-How</u>		
<ul style="list-style-type: none"> • Technical knowledge 	<ul style="list-style-type: none"> • Knowledge laboratory principles, methods and techniques • Professional level knowledge in biology, chemistry and bacteriology 	<ul style="list-style-type: none"> • Considerable knowledge laboratory principles, methods and techniques • Knowledge of specific theories, principles and practical applications related to wastewater treatment • NPDES permit knowledge • Professional level knowledge in biology, chemistry and bacteriology
<ul style="list-style-type: none"> • Human relations skills 	<ul style="list-style-type: none"> • Promotion of effective lab team • Provides technical assistance to staff 	<ul style="list-style-type: none"> • Promotion of efficient and effective lab team • Provides technical assistance to staff
<ul style="list-style-type: none"> • Managerial/Integrating skills 	<ul style="list-style-type: none"> • Oversees work lab staff; trains and develops laboratory team • Provides backup to Director of Environmental Services 	<ul style="list-style-type: none"> • Oversees work lab staff; trains and develops laboratory team • Provides backup to Environmental Services Manager
<ul style="list-style-type: none"> • Tech skills 	<ul style="list-style-type: none"> • Advanced laboratory, diagnostic and analytical skills 	<ul style="list-style-type: none"> • Advanced laboratory, diagnostic and analytical skills • LIMS system skills
<u>Problem Solving</u>		
<ul style="list-style-type: none"> • The way in which the employee makes decisions and solves problems 	<ul style="list-style-type: none"> • Works under direction of Director of Environmental Services • Considerable latitude for independent action 	<ul style="list-style-type: none"> • Works under direction of Environmental Services Manager • Considerable latitude for independent action

<ul style="list-style-type: none"> • Degree in which they have to think on their own 	<ul style="list-style-type: none"> • Work is performed independently; high degree of judgement 	<ul style="list-style-type: none"> • Work is performed independently; high degree of judgement
<p><u>Accountability</u></p> <ul style="list-style-type: none"> • Amount of responsibility for actions, the consequences and the measured effect of their job on the end result of the district 	<ul style="list-style-type: none"> • Set procedures are in place; latitude to develop new procedures as needed • High impact of decisions 	<ul style="list-style-type: none"> • Set procedures are in place; latitude to develop new procedures as needed • High impact of decisions
<p><u>Special Conditions</u></p>	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • 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 20 pounds, and occasionally carry up to 60 pounds

In the District’s current job description, the Laboratory Lead was compared to the state’s Chemist 2 (50% of 275 pts) and Chemist supervisor (50% of 393 pts) for a total of 334 pts. This placed the Laboratory Lead classification at a grade 20 on the District’s pay scale for basic unit employees.

In the most recent review, the Chemist was compared to the state’s Chemist 2 (40% of 275 pts) and Chemist Supervisor (60% of 393 pts) for a total of 346 pts. This would place the revised Laboratory Lead job description at a grade 21.

As part of this review, an internal and external market study was conducted. Placing this classification at a grade 21 aligns with similar positions in both markets.

When reviewing the points assignment to the MN state job match description and the District's job description, it is recommended that the Board approve the proposed Laboratory Lead job description be placed at a grade 21.

LABORATORY LEAD WORKER

Approved: 04/2005

DEFINITION

To aid in ensuring that the WLSSD facilities operate in compliance with state and federal permits and regulations and provide technical leadership of the laboratory including the promotion of an efficient and effective laboratory team. This position works under the direction of the Director of Environmental Services and exercises considerable latitude and independent judgment in conducting the duties assigned. Responsibilities include, but are not necessarily limited to, performing and overseeing or leading professional level work in biology, chemistry and bacteriology as applied, but not limited, to water and wastewater treatment; to test and analyze samples for physical, chemical and bacteriological content; to train and develop a efficient and effective laboratory team; provide backup to the Director of Environmental Services; and leads the efforts which ensure that various programs and regulations involving the laboratory are in compliance with state and federal permits and regulation; and to perform other related duties as required.

JOB FUNCTIONS

Performs or oversees the chemical and physical analyses of raw and treated water or wastewater and sewage sludge and of public waters; identifies and detects chemical and biological parameters and determines which parameters are harmful constituents to the systems studied; and traces harmful parameters to their origins and assists in the development of methods to eliminate them; Performs or oversees the bacteriological examinations of water, air, wastewater and solid waste as required.

Generates reports as required by the MPCA, local, state and federal agencies permits and regulations; and provides updates to the Director of Environmental Services, the WLSSD management team and the operating departments as needed.

Develops source control activities including but not limited to: the industrial pretreatment program, pollutant minimization plans (PMP) and implementation of the PMP plans, hauled liquid waste programs, and oversees requests for unusual discharges from businesses, industries, landfills, or other wastewater treatment plants. Promotes and implements pollution prevention opportunities with customers as tool to meet WLSSD goals.

Performs or oversees, as required, the operation and maintenance of specialized laboratory instrumentation used in organic or metal analyses; insures that instrumentation and testing techniques comply with approved standard methods and maintains a continuing quality assurance program for all laboratory test parameters; and provides a source of technical assistance as required by District staff or community needs.

Keeps abreast of new developments in the field of laboratory technology which includes the computer system, and implements when necessary. Maintains accurate records and reports through the computer system; and performs whatever laboratory tests and procedures are required to treat wastewater according to the standards of the State of Minnesota and the United States Government.

Performs cleaning duties and other related projects to maintain clean and orderly conditions in the District facilities; maintains a constant awareness of safe work practices; monitors compliance with the District Safety Program and Emergency Plan to complete work without accidents or injuries; attends in-service training as required by the Director of Environmental Services; assists in the training and education of other employees by providing on-the-job training, general instruction and specific training as required.

MINIMUM QUALIFICATIONS

Possession of a bachelor's degree from an accredited college or university with a major in chemistry and 4 years of responsible experience in a laboratory or a degree in a related field and 6 years of responsible experience in a laboratory. One or more years of lead experience in a related field is desirable.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of laboratory principles, methods and techniques; and knowledge of the use and care of laboratory equipment and of safe work practices. Ability to perform a variety of laboratory tests and laboratory diagnostic work; and ability to accurately interpret and record results of laboratory work. Ability to effectively communicate both verbally and in writing. Ability to promote and develop an effective work area team. Ability to make effective use of computerized information system and spreadsheets.



Title:	Laboratory Lead
Reports To:	Environmental Services Manager
FLSA Status:	Non-Exempt; Bargaining Unit position
FTE, Shift & Hours:	1.0 FTE; M-F (40 hours / week)
Pay Grade:	XX

DEFINITION

Under the direction of the Environmental Services Manager or other assigned supervisor, and with considerable latitude for independent action, the Laboratory Lead is responsible for ensuring that the WLSSD facilities operate in compliance with state and federal permits and regulations. This position performs and oversees professional level work in biology, chemistry and bacteriology as applied, but not limited to water and wastewater treatment, testing and analyzing samples for physical, chemical and bacteriological content. This position also provides backup to the Environmental Services Manager. This is a lead position that provides technical leadership of the laboratory including the training and development of an efficient and effective laboratory team.

JOB FUNCTIONS

- Performs or oversees the chemical and physical analyses of water, wastewater, sludge and solids
- Identifies and detects chemical and biological parameters and determines which parameters are harmful constituents to the systems studied; traces harmful parameters to their origins and assists in the development of methods to eliminate them
- Performs or oversees the bacteriological examinations of water, air, wastewater and solid waste as required
- Generates reports as required by the MPCA, local, state and federal agencies permits and regulations and provides updates to the Environmental Services Manager, the WLSSD management team and the operating departments as needed
- Assists in development of source control activities including but not limited to: the industrial pretreatment program, pollutant minimization plans (PMP) and implementation of the PMP plans, hauled liquid waste programs, and assists in requests for unusual discharges from businesses, industries, landfills or other wastewater treatment plants
- Promotes and implements pollution prevention opportunities with customers as a tool to meet WLSSD goals
- Performs or directs, as required, the operation and maintenance of specialized laboratory instrumentation used in metal analyses
- Ensures that instrumentation and testing techniques comply with approved standard methods and maintains a continuing quality assurance program for all laboratory test parameters

- Provides a source of technical assistance as required by District staff or community needs
- Keeps abreast of new developments in the field of laboratory technology which includes the computer system, and implements when necessary
- Maintains accurate records and reports through the computer system
- Performs whatever steps required to treat wastewater according to the standards of the State of Minnesota, State of Wisconsin, and the United States Government
- Develops and revises existing Standard Operating Procedures (SOPs) for sampling and analysis
- Provides support and directly contributes to environmental stewardship initiatives
- Attends in-service training when required; assists in the training and guidance of staff by providing on-the-job training, general instruction and specific training as required
- Maintains a constant awareness of safe work practices; monitors compliance with District safety program to complete work without accidents or injuries
- 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 chemistry, biology or a closely related field and six years' experience in an environmental or wastewater laboratory or a related technical background
- An equivalent combination of education and experience may also be considered

Licenses and Certifications

- Possess a valid driver's license

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of laboratory principles, techniques and terminology
- Knowledge of scientific theories, principles and practical applications related to wastewater treatment
- Knowledge of Quality Assurance principles as they apply to an environmental analytical laboratory
- Knowledge of NPDES permit requirements as they apply to an environmental analytical laboratory
- Knowledge of laboratory equipment and safe work practices
- Proficient in the use of LIMS including an understanding of the role LIMS plays in laboratory operation
- Ability to plan, schedule and direct the work of lab team
- Ability to lead the laboratory team through organizing, planning and prioritizing lab initiatives
- Ability to communicate effectively and interact in a team environment
- Ability to correctly diagnose and resolve technical issues
- Ability to recognize and understand any unusual data, test information or samples

- Ability to read, analyze, interpret and evaluate professional journals, technical or analytical procedures and government regulations
- Ability to organize, analyze and evaluate available information and draw reasonable conclusions
- Ability to accurately interpret and record results of laboratory work
- Ability to perform a variety of laboratory tests and laboratory diagnostic work
- Ability to work in safe and efficient manner
- Ability to communicate effectively both verbally and in writing
- Ability to establish and maintain effective working relationships with internal and external stakeholders

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 20 pounds, and occasionally carry up to 60 pounds

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 equipment
- Loud noise, indoor and outdoor conditions, including all weather conditions and working in remote areas

WESTERN LAKE SUPERIOR SANITARY DISTRICT

2626 Courtland Street
Duluth, Minnesota 55806
Phone: (218) 722-3336
Wlssd.com



MEMORANDUM

To: Board of Directors

From: Personnel Committee

Date: January 27, 2025

Subject: Approval of Executive Director job description and pay grade

The Executive Director job description was last reviewed in 2007. As part of the consistent review of all classifications within the District, proposed changes were made to the Executive Director job description, including format and modernization of language throughout. Much of the verbiage in the existing job description was statutory language; in the updated version, the language was made more concise and aligns with other comparable job descriptions in similar organizations.

In addition, a compensation study was conducted and supports the Executive Director be moved from a salary grade 13 to a salary grade 14 to ensure competitiveness in the market.

The Personnel Committee recommends that the Board of Directors approve the attached job description for Executive Director at a salary pay grade 14.



Title:	Executive Director
Reports To:	WLSSD Board of Directors
FLSA Status:	Exempt, confidential position
FTE, Shift & Hours:	1.0 FTE; M-F (40+ hours / week)
Pay Grade:	

DEFINITION

The Executive Director is responsible to the Western Lake Superior Sanitary District (WLSSD) Board of Directors (Board) for the overall management and operation of the WLSSD to satisfy the statutory requirements of the enabling legislation MN Chapter 458D.04. This includes leadership in the strategic, financial, personnel, planning, operation, environmental and regulatory areas. The Executive Director may perform other functions as assigned by the Board. The aggregate of such functions comprise the role of Chief Executive Officer for the WLSSD.

JOB FUNCTIONS

- Works with the Board and staff to establish strategies, goals, objectives and policies to achieve the WLSSD’s mission and vision
- Provides the guidance, resources, communication and support necessary to facilitate an informed and high functioning Board and committee structure
- Oversees the organization’s human resource functions to ensure alignment of staff with organizational strategies through recruitment, talent development, employee retention and productive labor relations
- Oversees the organization’s wastewater, solid waste and support operations and ensures safety excellence, consistent regulatory compliance, fiscal responsibility and operational excellence
- Oversees the organization’s financial functions and ensures that investments and expenditures support the operation’s mission and vision in a manner that meets the needs of the community, is compliant with state and federal statutes and is both sustainable and affordable for district users
- Oversees the organization’s planning functions and ensures the development of strategic plans that are aligned with the direction provided by the Board, support the needs of the community and meet operational, regulatory, financial and organizational priorities
- Ensures coordination and communication with the Board, staff, regulators, community members and other stakeholders
- Promotes organizational optimization and develops strategic initiatives to ensure environmental sustainability and stewardship
- Provides direction and fosters innovation with the District’s Executive Team to align with the organization’s long-term goals and objectives
- Presents to the Board plans, studies and other reports prepared for Board purposes and recommends to the Board for adoption, such measures as are deemed necessary to

Revision:
Department:

enforce or carry out the powers and duties of the Board or the efficient administration of the affairs of the Board

- Ensures the Board is informed on all aspects of the financial condition the District; manages the preparation and submittal of the annual budget to the Board
- Ensures all ordinances, permits and environmental compliances align with regulatory requirements and proactively addresses emerging environmental challenges to uphold the District’s commitment to sustainability and environmental stewardship
- Provides a comprehensive program of education and communication for the customers and stakeholders of the District that encompasses all areas of District responsibility
- Performs all other duties as assigned by the Board

MINIMUM QUALIFICATIONS

Education and Experience

- Possess a bachelor’s degree (B.S.) from an accredited college or university with a major in public administration, engineering, business administration, planning or closely related field
- A Professional Engineer license or master’s degree is preferred
- Ten years of progressively responsible experience in management, ideally in a publicly or privately owned wastewater treatment agency or related industrial setting at a senior level
- An equivalent combination of education and experience may also be considered

Licenses and Certifications

- Valid driver’s license

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Basic knowledge of the principles and practices of public utility management and administration
- Basic knowledge of wastewater treatment processes and solid waste operations and the associated federal, state and local laws and regulations and funding processes
- Knowledge of the principles of budget development and financial management
- Strong financial management skills, including budgetary and rate-setting processes and the ability to develop and justify budgetary requests and control budget expenditures
- Ability to effectively delegate responsibilities, supervise a diverse workforce and effectively leverage the strengths of employees
- Ability to effectively represent the WLSSD in public formats
- Ability to develop strategic goals and objectives and provide clear direction to staff
- Ability to lead by example and motivate others; ability to develop staff through individual and team-based goals
- Ability to be a change agent and develop solutions for challenges, both present and future
- Ability to develop relationships and build trust with community leaders, political leaders and customers

Revision:
Department:

- Ability to lead a program of safety, health and wellness
- Ability to think critically, effectively seek input from others and apply a rational, supported decision

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
- Extended operation of computer and other office equipment
- Ability to lift and carry supplies and equipment up to 25 pounds
- Ability to work in confined spaces

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 chemicals
- Indoor and outdoor conditions, including all weather conditions and in remote areas at times

Employee's Signature Date

Human Resources Signature Date

Revision:
Department:

WESTERN LAKE SUPERIOR SANITARY DISTRICT

2626 Courtland Street
Duluth, Minnesota 55806
Phone: (218) 722-3336
Wlssd.com



MEMORANDUM

To: Board of Directors

From: Personnel Committee

Date: January 27, 2025

Subject: Approval of updated salaried pay plan

A compensation study was recently conducted for the Executive Director position. The results of this study showed that a grade 13, the grade at which the Executive Director is currently placed and the top end of the salaried pay scale, was slightly below the market comparable jobs. As a result, the salaried pay plan was adjusted to add a grade 14 to the top of the pay scale. The proposed salaried pay plan for 2025 will be handed out at the meeting.

The Personnel Committee recommends that the Board of Directors approve the 2025 Salaried Pay Plan.

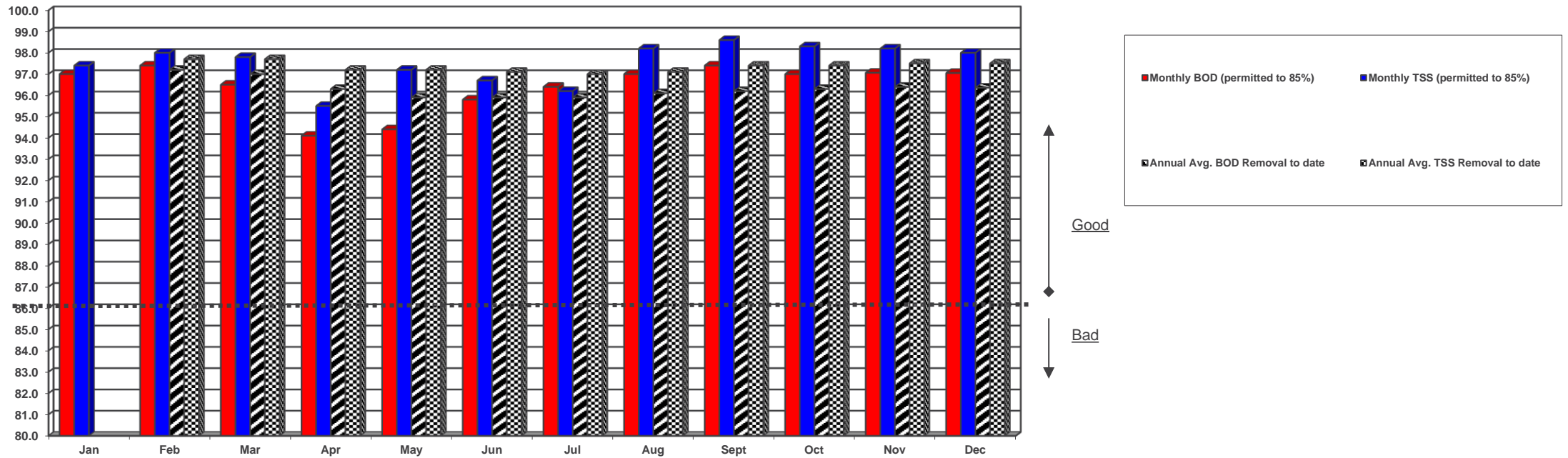
NPDES

December 2024

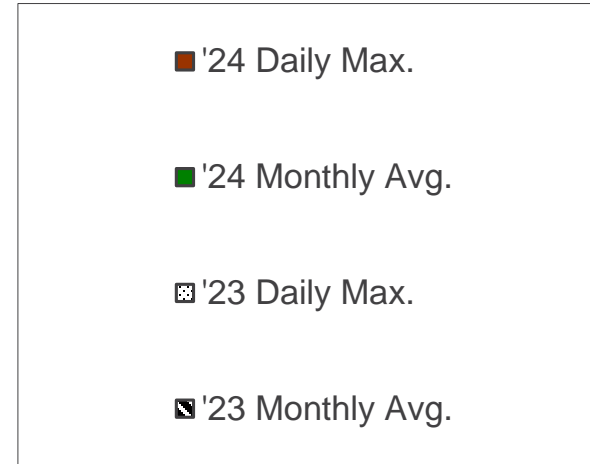
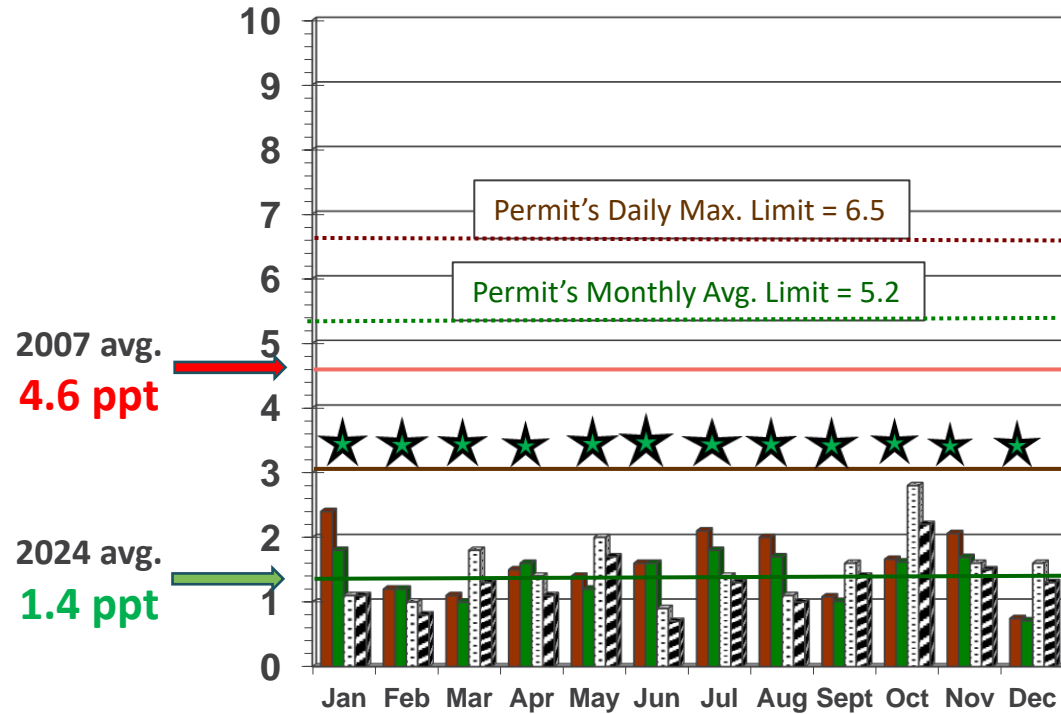


2024 Biochemical Oxygen Demand (cBOD) & Total Suspended Solids (TSS) Removals

- values are percentages -



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



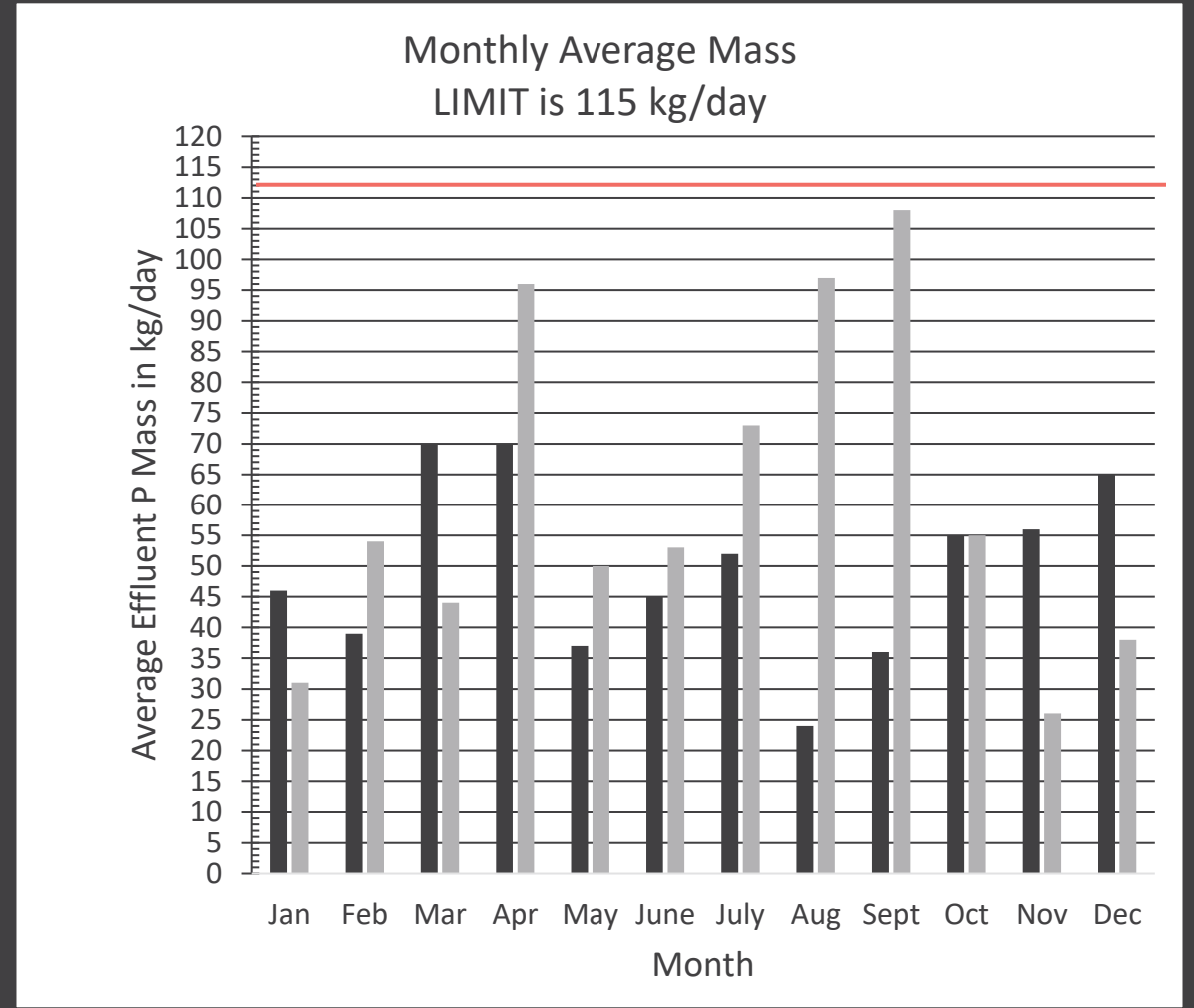
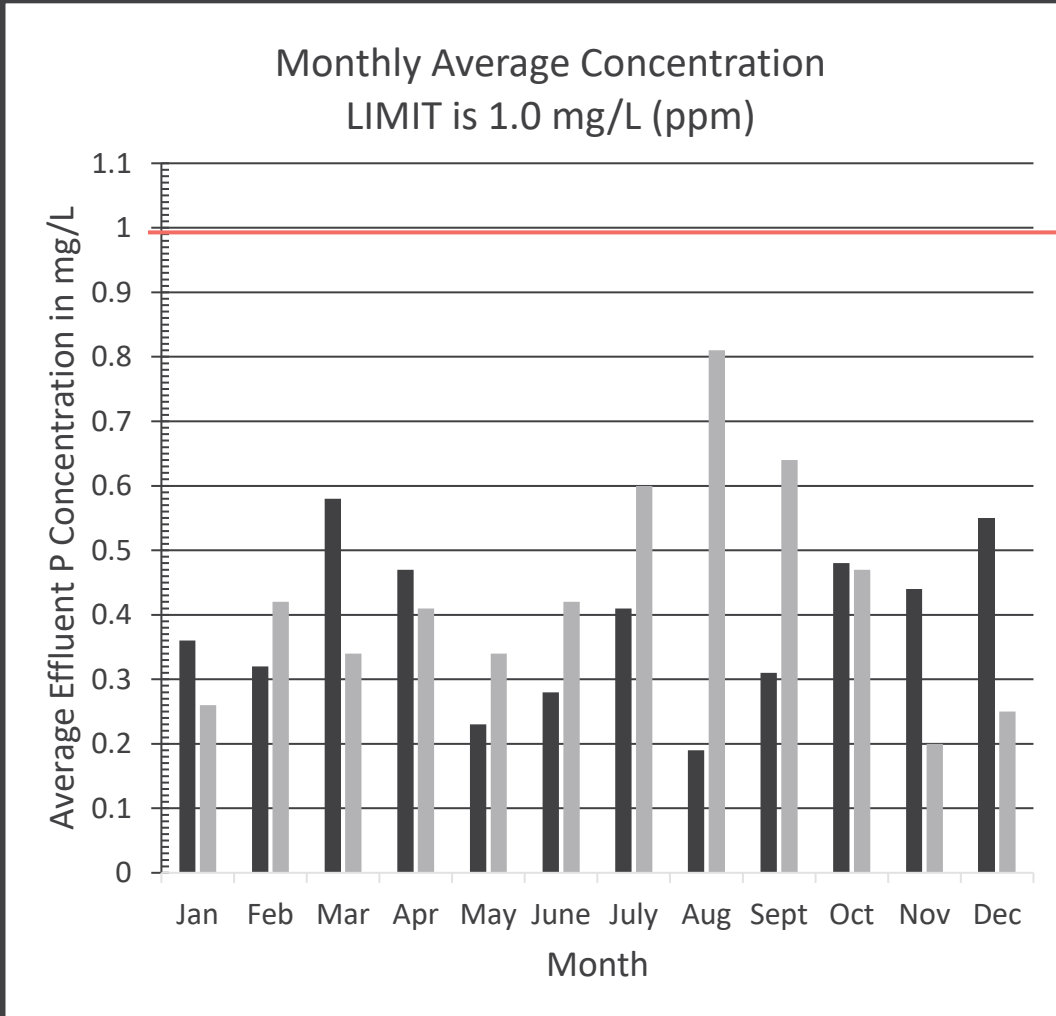
2024 Monthly Goal is ≤ 3.2 ng/L for Daily Max.

2024 Monthly Goal is ≤ 1.8 ng/L for Monthly Avg.

★ = Both Goals Made



2024 Effluent Phosphorus: Previous Year (2023) in Grey



Month	Release(s)	Location(s)	Volume (gals.) <i>-if available-</i>
January	--	--	--
February	--	--	--
March	1	Wrenshall Force Main H016	5500
April	--	--	--
May	1 (Bypass MMFs)	Courtland Street Complex – <i>designated outfall SD001</i>	3 day avg 72.8 MGD
June	3 Releases 2 (Bypass MMFs)	F017, F020 – Cloquet Interceptor WE029 – 40 th Ave. W. <i>Bypass 6/18 and 6/28/2024</i>	Cloquet – 500 g each WE029 10 gallons <i>Bypass 54, 43 MGD</i>
July	1	Main Plant – Aqua Aerobics Pilot Trailer	5 gallons
August	1	Bayview Interceptor	7 gallons
September	--	--	--
October	--	--	--
November	1	Courtland Street / Hauled Waste Station	25 gallons
December	--	--	--

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

Total – 10 reported
by WLSSD

