

MINUTES

Regular Board Meeting

Monday, January 27, 2025

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: Chuck Kimball, Lacie Jurek, Cathy Remington, Tim Lundell, AJ Axtell, Carrie Clement, Lauri Amundson, and Marianne Bohren

Legal Present: David Oberstar- Fryberger Buchanan Law Firm

Chair Boe called the meeting to order at 4:16 PM.

1. Agenda Review

2. Old Business

3. Approval of Consent Agenda Items

3.1 Regular Board Minutes dated December 16, 2024

[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](#)

To approve the Consent Agenda Items

Moved by: Jim Aird

Seconded by: Paul Thomsen

Motion Passes

4. New Business Items for Discussion and Approval

Operations and Planning

4.1 WLSSD Rebrand

[WLSSD Rebrand](#) 

WLSSD will adopt the Resource Renew marketing identity and associated creative elements.

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

Moved by: Jack Ezell

Seconded by: Paul Thomsen

Motion Passes

4.2 Approval of Recognition of Safety Excellence in 2024

[Safety Recognition Memo](#) 

Carrie Clement discussed the 2024 safety recognition for the District staff, acknowledging an excellent year with zero recordable incidents and MNSHARP certification for 3 years. Member Boe inquired whether the staff had a specific recognition item in mind. Carrie Clement and AJ Axtell responded that the staff are considering various options and will likely incorporate the new brand identity. The goal is to offer several apparel items for staff to choose from, allowing them to wear and introduce the new brand .

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.

Moved by: David Manderfeld

Seconded by: Marcia Podratz

Motion Passes

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

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

Chuck Kimball gave an overview of the Dewatering system facility plan. Technical evaluation would begin in February upon the Board's approval. The final report and preliminary design will be completed in July 2025.

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

Moved by: Paul Thomsen

Seconded by: Jim Aird

Motion Passes

4.4 Approval of Bid #1495 Sodium Hypochlorite

[Approval of Bid #1495 Sodium Hypochlorite.pdf](#) 

The Operations and Planning Committee recommends the Board approve awarding the Sodium Hypochlorite Bid #1495 to Hawkins Water Treatment to supply sodium hypochlorite for 2025 for 2.200/gallon. It will be expensed to account 40000-66320.

Moved by: Jack Ezell

Seconded by: Laura Ness

Motion Passes

4.5 Approval of DPAM Flocculant Polymer Agreement WLSSD Bid #1492

[Approval of DPAM Flocculant Polymer Agreement WLSSD Bid #1492](#) 

The Operations and Planning Committee recommends the Board approve the one-year agreement between WLSSD and SNF Polydyne for the purchase and delivery of C-3226 DPAM Polymer for the price of \$1.63 per delivered pound. This will be expensed to account 40000-66420.

Moved by: Marcia Podratz

Seconded by: Laura Ness

Motion Passes

4.6 Approval of Solid Waste Ordinance Amendments

[Solid Waste Ordinance Amendments.pdf](#) 

[2025 Solid Waste Ordinance Signature Page](#) 

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

These ordinance amendments will take effect once they are approved by the WLSSD Board of Directors and are published in the Duluth News Tribune.

Moved by: Paul Thomsen

Seconded by: Jack Ezell

Motion Passes

Finance and Personnel

4.7 Approval of 2024 Financials

The 2024 Financials were reviewed at the Committee of the Whole. It is recommended that the Board approve the 2024 financials.

Moved by: Marcia Podratz

Seconded by: David Manderfeld

Motion Passes

4.8 Approval of 2024 Year-End Adjustment

The 2024 year-end adjustment was reviewed at the Committee of the Whole. It is recommended that the Board approve the 2024 year-end adjustment.

Moved by: Laura Ness

Seconded by: Rob Schilling

Motion Passes

- 4.9 Approval of 2024 Gainshare Measures and Payout
[Approval of 2024 Gainshare Measures and Payout](#) 

The Committee of the Whole recommends the Board of Directors approve the 2024 gainshare payout.

Carried

- 4.9 Approval of the 2024 Gainshare Measures and Payout
The 2024 gainshare was reviewed at the Committee of the Whole. It is recommended that the Board approve the 2024 gainshare payout.


Moved by: Laura Ness

Seconded by: Marcia Podratz

Motion Passes

- 4.10 Approval of Land Application Operator job description and pay grade

[Land Application Operator](#) 

[Land Application Operator and App Operator memo attachments.docx](#) 

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

Moved by: Marcia Podratz

Seconded by: David Manderfeld

Motion Passes

- 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](#) 

The Personnel Committee recommends the Board approve the proposed Senior Land Application Operator job description be placed at a grade 15.

Moved by: Paul Thomsen

Seconded by: Jim Aird

Motion Passes

- 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](#) 

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

Moved by: Jack Ezell

Seconded by: Paul Thomsen

Motion Passes

- 4.13 Approval of Chemist job description and pay grade

[Approval of Chemist Job Description and Pay Grade.pdf](#) 

[Chemist memo attachments.docx](#) 

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

Moved by: Jim Aird

Seconded by: Marcia Podratz

Motion Passes

- 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](#) 

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

Moved by: David Manderfeld

Seconded by: Rob Schilling

Motion Passes

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](#) 

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

Moved by: Paul Thomsen

Seconded by: David Manderfeld

Motion Passes

4.16 Approval of updated salaried pay plan

[Approval of updated salaried pay plan](#) 

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

Moved by: Jim Aird

Seconded by: Marcia Podratz

Motion Passes

5. Committee Reports

5.1 Committee of the Whole

5.2 Finance and Personnel

Motion to approve a Closed Meeting to conduct the Executive Director review on Wednesday, February 19, 2025, at 12:30 p.m.

Moved by: David Manderfeld
Seconded by: Jim Aird

Motion Passes

5.3 Operations and Planning

5.4 Legislative

Duluth and St. Louis County Days are being held on February 12, 2025, at the State Capitol.

5.5 Board Governance

5.6 Board Member Comments

6. Reporting

Reporting items were reviewed at the Committee of the Whole meeting which preceded the Board meeting.

7. Legal Counsel


No report

8. Executive Session (staff excused)

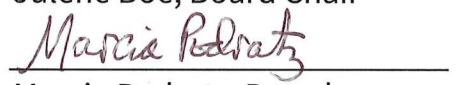
There was no need for an Executive session



Lauri Amundson
Recording Secretary



Julene Boe, Board Chair



Marcia Podratz, Board
Secretary

The meeting adjourned at 5:29 p.m.