










AGENDA

Regular Board Meeting

Monday, March 24, 2025

5:00 PM


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2. Old Business	
3. Approval of Consent Agenda Items	
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3.2 Board Member vouchers for the month of February February Vouchers.pdf	10 - 11
3.3 Payment Vouchers dated February 19, through March 18, 2025. Board Register 03-18-2025.pdf	12 - 20
4. New Business Items for Discussion and Approval	
Personnel	
4.1 Approval of the Engineering Technician Job Description and Pay Grade Approval of the Engineering Technician job description and pay grade Engineering Tech Comparison.docx	21 - 29
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4.5	Approval of the Intern Job Description and Pay Approval of the Intern job description and pay  Intern job description.docx 	58 - 60
4.6	Approval of Resolution 25-04 Appointing an Executive Director Approval of Resolution 25-04 Appointing an Executive Director 	61

5. Committee Reports

5.1	Committee of the Whole Approval of a closed meeting for a lawsuit update on April 28, 2025, at 5:25 p.m.	
5.2	Finance	
5.3	Operations and Planning	
5.4	Personnel	
5.5	Legislative	
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6. Reporting

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6.4 Executive Director

7. Legal Counsel

8. Executive Session (staff excused)



MINUTES

Regular Board Meeting

Monday, February 24, 2025

5:00 PM

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

Members Absent: Dave Manderfeld and Rob Schilling

Staff Present: Marianne Bohren, Carrie Clement, Lacie Jurek, Brandon Kohlts, Chase Poppenhagen, Cathy Remington, Tim Lundell, and Lauri Amundson

Legal Present: Dave Oberstar-Fryberger Law Firm

Guest: Eric Johnson/City of Hermantown

Chair Boe called the meeting to order at 5:01 PM.

1. Agenda Review

2. Old Business

3. Approval of Consent Agenda Items

3.1 Regular Board Minutes: January 27, 2025

[Regular Board Meeting - Jan 27, 2025 - Minutes - Draft.pdf](#)



3.2 Board Member vouchers for January

[January Board Voucher .pdf](#)

3.3 Payment vouchers dated January 22 through February 18, 2025

[Board Register 2.18.25 \(002\).pdf](#)

To approve the Consent Agenda Items

Moved by: Marcia Podratz

Seconded by: Jim Aird

The Motion Passes

4. New Business Items for Discussion and Approval

Operations and Planning

4.1 Approval of the Hermantown Comprehensive Plan

Brandon Kohlts reviewed the Hermantown Comprehensive Plan that was presented at the Operations and Planning meeting.

[Hermantown Comprehensive Plan](#) 

[06_Hermantown CP_Infrastructure.pdf](#) 

The Operations and Planning Committee recommends that the Board approve the City of Hermantown's revised comprehensive plan as it pertains to wastewater management and utilities.


Moved by: Jim Aird

Seconded by: Jack Ezell

The Motion Passes

4.2 Approval of Resolution 25-01: Recognizing the Pollution Prevention Efforts of the Sappi Cloquet Mill

Marianne discussed the contribution Sappi makes toward meeting the mercury reduction goals.

[Approval of Resolution 25-01 Recognizing the Pollution Prevention Efforts of the Sappi Cloquet Mill](#) 

[Resolution 25-01.pdf](#) 

The Operations and Planning Committee recommends that the Board approve the attached Resolution 25-01 recognizing the Sappi Cloquet Mill's pollution prevention efforts.

Moved by: Paul Thomsen

Seconded by: Laura Ness

Aye Jack Ezell, Jim Aird, Julene Boe, Laura Ness,
Paul Thomsen, Marcia Podratz, and Loren
Lilly

The Motion Passes 7-0

4.3 Approval of Bid #1497 Ferric Chloride

[Approval of Bid # 1497 Ferric Chloride.pdf](#) 

The Operations and Planning Committee recommends the Board approve awarding Bid #1497 to Hawkins Water Treatment Group for \$1,238.46/dry ton for twelve (12) months.

Moved by: Jack Ezell

Seconded by: Paul Thomsen

The Motion Passes

4.4 Approval of Bid #1493; Emulsion Polymer (EPAM)

[Approval of Bid #1493; Emulsion Polymer \(EPAM\).pdf](#) 

The Operations and Planning Committee recommends award of Bid #1493 to SNF Polydyne in the amount of \$1.545/lb. for twelve (12) months.

Moved by: Jim Aird

Seconded by: Laura Ness

The Motion Passes

4.5 Approval of RFP# 1496; MRC Roll-off Services

[RFP #1496 - Approval of MRC Roll-off Services](#) 

The Operations and Planning Committee recommends that the Board approve awarding RFP #1496 MRC Roll-Off Container Services contract to Waste Management at an annual estimated cost of \$204,294.33 (WLSSD retaining scrap metal revenue). This contract is funded from the annual MRC operating and maintenance budget (51000-55704).

Moved by: Marcia Podratz

Seconded by: Jim Aird

The Motion Passes

Finance

- 4.6 Approval of Resolution 25-02 for the 2025-2026 Area Chambers of Commerce Dues.

[2025-2026 Dues for Area Chambers of Commerce](#) 

[Resolution 25-02; Dues for Area Chambers of Commerce.pdf](#)



The Finance Committee recommends that the Board authorize membership in these Chambers of Commerce for 2025-2026 dues payments in the total amount of \$2,910.

Moved by: Jim Aird

Seconded by: Jack Ezell

Aye Jack Ezell, Jim Aird, Julene Boe, Laura Ness, Marcia Podratz, Paul Thomsen, and Loren Lilly

The Motion Passes 7-0

Personnel

- 4.7 Approval of the Human Resources Generalist Job Description

[Approval of Human Resources Generalist Job Description](#) 

[Human Resources Generalist.pdf](#) 

The Personnel Committee recommends that the Board approve the updated Human Resources Generalist job description.

Moved by: Jim Aird

Seconded by: Marcia Podratz

The Motion Passes

4.8 Approval of Resolution 25-03: Establishing Executive Director Salary

The Personnel Committee recommends that the Board approve Resolution 25-03, establishing the Executive Director's salary based on the annual performance evaluation.

Moved by: Jim Aird

Seconded by: Laura Ness

Aye Jack Ezell, Jim Aird, Julene Boe, Laura Ness, Marcia Podratz, Paul Thomsen, and Loren Lilly

The Motion Passes 7-0

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
Marianne reviewed the monthly Communications.
- 6.2 Monthly Financials
Cathy Remington reported the financials for January.

[January Financial Statements.pdf](#) 

- 6.3 NPDES

Tim Lundell Reported the NPDES for January. There were no sewage releases in January.

[2025 February Board January NPDES - PDF.pdf](#) 

6.4 Executive Director

Carrie Clement talked about WLSSD attending the Duluth and St. Louis County Days at the State Capitol. There were five Board members and four staff members lobbying. There was a record number of people at the event. The event will be discussed further at the Legislative meeting in March.

Rusty Keller was announced by Carrie as the new Electrical Maintenance & Reliability Manager, starting on February 24, 2025.

7. **Legal Counsel**

8. **Executive Session (staff excused)**

Recording Secretary

Julene Boe, Board Chair

Marcia Podratz, Board
Secretary

The meeting adjourned at 5:47 p.m.

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

	02/18/25	Operations and Planning Committee							\$50.00
	02/19/24	Finance and Personnel Committee							\$50.00
	02/24/25	Committee of the Whole							\$0.00
	02/24/25	Regular Board Meeting							\$50.00
	02/12/25	Duluth and St. Louis Days							\$50.00
	02/13/25	Duluth and St. Louis Days							\$50.00
Committee Meeting	Mileage:	2.0	@	16.0 miles =	32.00	miles @	0.700	/mile	\$22.40
Board Meeting	Mileage:	1.0	@	16.0 miles =	16.00	miles @	0.700	/mile	\$11.20
TOTAL CLAIM									\$283.60

Julene Boe

	February	Board Chair's Additional Compensation							\$100.00
	02/18/25	Operations and Planning Committee							\$50.00
	02/19/25	Finance and Personnel Committee							\$50.00
	02/24/25	Committee of the Whole							\$0.00
	02/24/25	Regular Board Meeting							\$50.00
	02/12/25	Duluth and St. Louis Days							\$50.00
	02/13/25	Duluth and St. Louis Days							\$50.00
Committee Meeting	Mileage:	2.0	@	17.0 miles =	34.00	miles @	0.700	/mile	\$23.80
Board Meeting	Mileage:	1.0	@	17.0 miles =	17.00	miles @	0.700	/mile	\$11.90
TOTAL CLAIM									\$385.70

Jack Ezell

	02/18/25	Operations and Planning Committee							\$50.00
	02/19/25	Finance and Personnel Committee							\$50.00
	02/24/25	Committee of the Whole							\$0.00
	02/24/25	Regular Board Meeting							\$50.00
	02/12/25	Duluth and St. Louis Days							\$50.00
	02/13/25	Duluth and St. Louis Days							\$50.00
Committee Meeting	Mileage:	2	@	52.0 miles =	104.00	miles @	0.700	/mile	\$72.80
Board Meeting	Mileage:	1	@	52.0 miles =	52.00	miles @	0.700	/mile	\$36.40
TOTAL CLAIM									\$359.20

Loren Lilly

	02/19/25	Finance and Personnel Committee							\$50.00
	02/24/25	Committee of the Whole							\$0.00
	02/24/25	Regular Board Meeting							\$50.00
Committee Meeting	Mileage:	1.0	@	42.0 miles =	42.00	miles @	0.700	/mile	\$29.40
Board Meeting	Mileage:	1.0	@	42.0 miles =	42.00	miles @	0.700	/mile	\$29.40
TOTAL CLAIM									\$158.80

Dave Manderfeld

02/18/25	Operations and Planning Committee	\$50.00
02/19/25	Finance and Personnel Committee	\$50.00

Committee Meeting Mileage:	2.0 @	36.0 miles =	72.00	miles @	0.700 /mile	\$50.40
Board Meeting Mileage:	0.0 @	36.0 miles =	0.00	miles @	0.700 /mile	\$0.00
TOTAL CLAIM						\$150.40

Laura Ness

02/18/25	Operations and Planning Committee	\$50.00
02/24/25	Committee of the Whole	\$0.00
02/24/25	Regular Board Meeting	\$50.00
02/12/25	Duluth and St. Louis Days	\$50.00
02/13/25	Duluth and St. Louis Days	\$50.00
	Duluth Days Mileage 315 miles 02/12-02/13	\$220.50

Committee Meeting Mileage:	1.0 @	9.8 miles =	9.80	miles @	0.700 /mile	\$6.86
Board Meeting Mileage:	1.0 @	9.8 miles =	9.80	miles @	0.700 /mile	\$6.86
TOTAL CLAIM						\$434.22

Marcia Podratz

02/24/25	Committee of the Whole	\$0.00
02/24/25	Regular Board Meeting	\$50.00
02/12/25	Duluth and St. Louis Days	\$50.00
02/13/25	Duluth and St. Louis Days	\$50.00

Committee Meeting Mileage:	0.0 @	12.6 miles =	0.00	miles @	0.700 /mile	\$0.00
Board Meeting Mileage:	1.0 @	12.6 miles =	12.60	miles @	0.700 /mile	\$8.82
TOTAL CLAIM						\$158.82

Rob Schilling

02/18/25	Operations and Planning Committee	\$50.00
02/19/25	Finance and Personnel Committee	\$50.00

Committee Meeting Mileage:	2.0 @	38.0 miles =	76.00	miles @	0.700 /mile	\$53.20
Board Meeting Mileage:	0.0 @	31.0 miles =	0.00	miles @	0.700 /mile	\$0.00
TOTAL CLAIM						\$153.20

Paul Thomsen

02/18/25	Operations and Planning Committee	\$50.00
02/19/25	Finance and Personnel Committee	\$50.00
02/24/25	Committee of the Whole	\$0.00
02/24/25	Regular Board Meeting	\$50.00

Committee Meeting Mileage:	2.0 @	13.0 miles =	26.00	miles @	0.700 /mile	\$18.20
Board Meeting Mileage:	1.0 @	13.0 miles =	13.00	miles @	0.700 /mile	\$9.10
TOTAL CLAIM						\$177.30

Total Board Vouchers for Month	\$2,261.24
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Cash Payment Register

Job Submission Parameters

Date: 3/19/2025

Time: 8:27 AM CDT

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: 02/19/2025 To Payment Date: 03/18/2025	
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 3/19/25 Pay Group 1 Western Lake Superior Sanitary District USD
 Time 8:27 AM CDT Post Company 1 Western Lake Superior Sanitary District USD
 Cash Payment Register for 2/19/25 thru 3/18/25 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
300367	P5880	1	2676		Minnesota Dept Of Revenue	St Paul	2/20/25	Reconciled	277.00	USD
300368	P5881	1	2688		Delta Dental Plan Of Minnesota	Minneapolis	2/20/25	Reconciled	1,001.00	USD
300369	P5882	1	2688		Delta Dental Plan Of Minnesota	Minneapolis	2/20/25	Reconciled	13,620.93	USD
300379	P6071	1	216		Commissioner Of Revenue	St Paul	2/20/25	Reconciled	13,466.38	USD
300380	P6072	1	948	48MN	PERA	St Paul	2/20/25	Reconciled	43,772.80	USD
300381	P6073	1	1392		United States Treasury	Kansas City	2/20/25	Reconciled	72,325.78	USD
300382	P6074	1	3169		Northeast Service Cooperative	Mt. Iron	2/20/25	Reconciled	222,677.46	USD
300383	P6075	1	5775		MN Dept Of Revenue (C)	St Paul	2/20/25	Reconciled	817.05	USD
300384	P6076	1	5996		MSRS	St Paul	2/20/25	Reconciled	11,697.00	USD
300385	P6077	1	6586		WLSSD Cafeteria Plan - US Bank	.	2/20/25	Reconciled	3,378.36	USD
300386	P6082	1	190	90MN	AFSCME Council 5	St Paul	2/26/25	Reconciled	5,854.42	USD
300387	P6083	1	5174	MN64	Minnesota UI	St. Paul	2/26/25	Reconciled	1,844.00	USD
300388	P6192	1	216		Commissioner Of Revenue	St Paul	2/28/25	Issued	3,802.52	USD
300389	P6193	1	948	48MN	PERA	St Paul	2/28/25	Reconciled	11,911.98	USD
300390	P6194	1	1392		United States Treasury	Kansas City	2/28/25	Reconciled	21,029.41	USD
300391	P6195	1	5996		MSRS	St Paul	2/28/25	Issued	7,988.00	USD
300392	P6196	1	6586		WLSSD Cafeteria Plan - US Bank	.	2/28/25	Reconciled	1,013.35	USD
300393	P6352	1	216		Commissioner Of Revenue	St Paul	3/6/25	Issued	13,898.88	USD
300394	P6353	1	948	48MN	PERA	St Paul	3/6/25	Issued	44,933.84	USD
300395	P6354	1	1392		United States Treasury	Kansas City	3/6/25	Issued	74,878.57	USD
300396	P6355	1	3169		Northeast Service Cooperative	Mt. Iron	3/6/25	Issued	226,470.82	USD
300397	P6356	1	5775		MN Dept Of Revenue (C)	St Paul	3/6/25	Issued	890.27	USD
300398	P6357	1	5996		MSRS	St Paul	3/6/25	Issued	11,697.00	USD
300399	P6358	1	6586		WLSSD Cafeteria Plan - US Bank	.	3/6/25	Issued	3,448.36	USD
300400	P6363	1	216		Commissioner Of Revenue	St Paul	3/15/25	Issued	6,234.58	USD
300401	P6364	1	948	48MN	PERA	St Paul	3/15/25	Issued	16,339.75	USD
300402	P6365	1	1392		United States Treasury	Kansas City	3/15/25	Issued	32,839.46	USD
300403	P6366	1	2688		Delta Dental Plan Of Minnesota	Minneapolis	3/15/25	Issued	13,519.21	USD
300404	P6367	1	2688		Delta Dental Plan Of Minnesota	Minneapolis	3/15/25	Issued	970.20	USD
300405	P6368	1	5996		MSRS	St Paul	3/15/25	Issued	38,629.35	USD
300406	P6369	1	6586		WLSSD Cafeteria Plan - US Bank	.	3/15/25	Issued	1,013.35	USD

*** Payment Code ACH Totals
 Total Open Payments 16 497,554.16
 Total Reconciled Payments 15 424,686.92
 Total Void Payments 0.00
 Total Stale Dated Payments 0
 Total Escheated Payments 0

Cash Payment Register continued...

Date 3/19/25 Pay Group 1 Western Lake Superior Sanitary District USD
 Time 8:27 AM CDT Post Company 1 Western Lake Superior Sanitary District USD
 Cash Payment Register for 2/19/25 thru 3/18/25 Page 2

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
400559	P6039	1	305	05MN	SPS Companies, Inc	St. Paul	2/20/25	Issued	1,034.31	USD
400560	P6040	1	759		Wiese USA	St. Louis	2/20/25	Issued	988.82	USD
400561	P6041	1	821	21MN	Airgas North Central	Chicago	2/20/25	Issued	6,570.89	USD
400562	P6042	1	1012		Northstar Ford	Duluth	2/20/25	Issued	529.29	USD
400563	P6043	1	1440		Guardian Pest Control Inc	Superior	2/20/25	Issued	110.55	USD
400564	P6044	1	2032		Shel-Don Reproduction Centre	Duluth	2/20/25	Issued	842.01	USD
400565	P6045	1	3838	38GA	Polydyne Inc	Atlanta	2/20/25	Issued	66,360.00	USD
400566	P6046	1	4421	21OH	Applied Industrial Tech	Chicago	2/20/25	Issued	999.52	USD
400567	P6047	1	4748		Interstate Manufacturing Co	Rupert	2/20/25	Issued	379.85	USD
400568	P6048	1	6037		Michaud Distributing	Duluth	2/20/25	Issued	196.50	USD
400569	P6164	1	236	01MN	RM Cotton LLC	Minneapolis	2/27/25	Issued	402.20	USD
400570	P6165	1	821	21MN	Airgas North Central	Chicago	2/27/25	Issued	34.42	USD
400571	P6166	1	1440		Guardian Pest Control Inc	Superior	2/27/25	Issued	36.85	USD
400572	P6167	1	4451	51MN	Frontier Precision, Inc	Bismarck	2/27/25	Issued	2,500.00	USD
400573	P6168	1	6037		Michaud Distributing	Duluth	2/27/25	Issued	150.00	USD
400574	P6228	1	821	21MN	Airgas North Central	Chicago	3/6/25	Issued	573.78	USD
400575	P6229	1	1012		Northstar Ford	Duluth	3/6/25	Issued	681.57	USD
400576	P6230	1	2139		Wdse--WRPT	Duluth	3/6/25	Issued	2,499.84	USD
400577	P6231	1	3766		Portable John	Hibbing	3/6/25	Issued	491.40	USD
400578	P6232	1	3838	38GA	Polydyne Inc	Atlanta	3/6/25	Issued	64,680.00	USD
400579	P6233	1	3970		North States Crane & Hoist	Duluth	3/6/25	Issued	4,572.24	USD
400580	P6234	1	4421	21OH	Applied Industrial Tech	Chicago	3/6/25	Issued	719.24	USD
400581	P6235	1	6037		Michaud Distributing	Duluth	3/6/25	Issued	11.00	USD
400582	P6236	1	6101	01	Msc Industrial Supply Co	Saint Louis	3/6/25	Issued	9.08	USD
400583	P6286	1	236	01MN	RM Cotton LLC	Minneapolis	3/13/25	Issued	1,898.40	USD
400584	P6287	1	821	21MN	Airgas North Central	Chicago	3/13/25	Issued	4,074.07	USD
400585	P6288	1	1440		Guardian Pest Control Inc	Superior	3/13/25	Issued	36.85	USD
400586	P6289	1	4903		Liberty Tire Recycling, LLC-Mn	Pittsburgh	3/13/25	Issued	2,677.00	USD
400587	P6290	1	6335		Air Fiber Inc.	Superior	3/13/25	Issued	500.00	USD
400588	P6291	1	6365		Vonco V LLC Duluth	Becker	3/13/25	Issued	499.91	USD

*** Payment Code APC Totals
 Total Open Payments 30 165,059.59
 Total Reconciled Payments 0.00
 Total Void Payments 0.00
 Total Stale Dated Payments 0
 Total Escheated Payments 0

Cash Payment Register continued...

Date 3/19/25 Pay Group 1 Western Lake Superior Sanitary District USD
 Time 8:27 AM CDT Post Company 1 Western Lake Superior Sanitary District USD
 Cash Payment Register for 2/19/25 thru 3/18/25 Page 3

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
502387	P6002	1	217	17MN	Como Lube & Supplies Inc	Duluth	2/20/25	Reconciled	367.50	USD
502388	P6003	1	394	12MN	Kurita America Inc	Minneapolis	2/20/25	Reconciled	733.00	USD
502389	P6004	1	424		True North Goodwill	Duluth	2/20/25	Issued	24.00	USD
502390	P6005	1	449	49CO	Hach Company	Chicago	2/20/25	Issued	159.25	USD
502391	P6006	1	902		PFC Equipment	Maple Grove	2/20/25	Reconciled	8,820.50	USD
502392	P6007	1	1040	40MN	Activar Plastics Product Group	Minneapolis	2/20/25	Reconciled	268.80	USD
502393	P6008	1	1352	52MN	Graybar Electric Co, Inc.	Chicago	2/20/25	Issued	986.05	USD
502394	P6009	1	1362		McMaster Carr Supply	Chicago	2/20/25	Issued	202.96	USD
502395	P6010	1	1606		Nuss Truck & Equipment	Proctor	2/20/25	Reconciled	1,263.29	USD
502396	P6011	1	1966	66MN	Fastenal Company	Winona	2/20/25	Reconciled	859.49	USD
502397	P6012	1	2017	17IL	Waste Management Of WI-MN	Carol Stream	2/20/25	Issued	6,826.09	USD
502398	P6013	1	2366		Gopher State One-Call	Hanover	2/20/25	Reconciled	140.45	USD
502399	P6014	1	2651		SEH Engineers Architects Inc	St Paul	2/20/25	Reconciled	10,422.94	USD
502400	P6015	1	2794		USA Bluebook	Gurnee	2/20/25	Reconciled	197.45	USD
502401	P6016	1	2954		Interstate Batteries-Twin Port	Superior	2/20/25	Issued	490.00	USD
502402	P6017	1	3044		Retrofit Recycling Inc	Owatonna	2/20/25	Reconciled	1,675.31	USD
502403	P6018	1	3428		Mellin Promotional Advertising	Duluth	2/20/25	Reconciled	2,390.00	USD
502404	P6019	1	4560		Centurylink	Phoenix	2/20/25	Reconciled	11,069.19	USD
502405	P6020	1	4560	2AZ	Centurylink	Phoenix	2/20/25	Reconciled	1,267.05	USD
502406	P6021	1	4708		Infor (US), Inc.	Minneapolis	2/20/25	Reconciled	337,203.00	USD
502407	P6022	1	5629		City Of Superior Landfill	Superior	2/20/25	Reconciled	333,724.07	USD
502408	P6023	1	6124	01IL	Stantec Consulting Services	Chicago	2/20/25	Issued	320.25	USD
502409	P6024	1	6376		Chemscan, Inc.	Waukesha	2/20/25	Issued	165.00	USD
502410	P6025	1	6454	IL01	Acp Creativit, LLC	Carol Stream	2/20/25	Issued	143,735.58	USD
502411	P6026	1	6519		MESERB	St Paul	2/20/25	Issued	525.00	USD
502412	P6027	1	6563		Stratum Consulting Partners In	Broomfield	2/20/25	Issued	200.00	USD
502413	P6028	1	6584	84MN	A-1 Disposal	Saginaw	2/20/25	Reconciled	1,398.00	USD
502414	P6029	1	6713	01IL	Allied Valve, Inc.	Palatine	2/20/25	Issued	8,188.76	USD
502415	P6030	1	6740	01CS	Tom Kraemer, Inc.	Cold Spring	2/20/25	Reconciled	90.00	USD
502416	P6031	1	6756		Dori L. Decker	Duluth	2/20/25	Reconciled	118.20	USD
502417	P6032	1	6782	01IL	Eurofins Environment Testing	Carol Stream	2/20/25	Issued	28.00	USD
502418	P6033	1	6789	01IL	Intergraph Corp Hexagon's Ali	Chicago	2/20/25	Issued	17,748.00	USD
502419	P6034	1	6819	01MN	Bell Bank Equipment Finance	Maple Grove	2/20/25	Reconciled	2,268.59	USD
502420	P6035	1	6887	01MN	JS Bloomington Heartland Group	Bloomington	2/20/25	Reconciled	686.16	USD
502421	P6036	1	6925	01OR	RWDI USA LLC	Portland	2/20/25	Issued	28,200.00	USD
502422	P6037	1	6956		Superior Fuel Company	Superior	2/20/25	Reconciled	6,248.74	USD
502423	P6038	1	6974		Minnesota Composting Council	Minneapolis	2/20/25	Issued	175.00	USD
502424	P6129	1	54	54MN	Amsoil, Inc.	Minneapolis	2/27/25	Issued	39.62	USD
502425	P6130	1	61		Petrochoice	Dallas	2/27/25	Issued	390.71	USD
502426	P6131	1	199		Atlas Copco Compressors LLC	Palatine	2/27/25	Issued	5,499.77	USD
502427	P6132	1	204	02MN	Forum Communications Co- Pine	Minneapolis	2/27/25	Issued	71.25	USD
502428	P6133	1	320		Duncan Co	Minneapolis	2/27/25	Issued	7,281.65	USD
502429	P6134	1	424		True North Goodwill	Duluth	2/27/25	Issued	5,100.00	USD
502430	P6135	1	557		Jamar Company	Duluth	2/27/25	Issued	4,195.00	USD
502431	P6136	1	752	02MN	MN Pollution Control Agency	St. Paul	2/27/25	Issued	23.00	USD
502432	P6137	1	874	74MN	Pace Analytical Services LLC	Chicago	2/27/25	Issued	1,362.00	USD
502433	P6138	1	1319		Hawkins, Inc.	Minneapolis	2/27/25	Issued	10,673.16	USD
502434	P6139	1	1966	66MN	Fastenal Company	Winona	2/27/25	Issued	1,722.09	USD

Cash Payment Register continued...

Date 3/19/25 Pay Group 1 Western Lake Superior Sanitary District USD
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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
502435	P6140	1	2075		City Of Hermantown	Hermantown	2/27/25	Issued	34.28	USD
502436	P6141	1	2300		United Parcel Service	Chicago	2/27/25	Issued	17.59	USD
502437	P6142	1	2915	01DS	St Louis River Quest	Duluth	2/27/25	Issued	1,000.00	USD
502438	P6143	1	3428		Mellin Promotional Advertising	Duluth	2/27/25	Issued	1,478.13	USD
502439	P6144	1	3940	40MN	Veolia ES Technical Solutions	Chicago	2/27/25	Issued	34,038.57	USD
502440	P6145	1	4785		North Shore Analytical, Inc.	Duluth	2/27/25	Issued	1,500.00	USD
502441	P6146	1	4959	01NY	Analytichem	Champlain	2/27/25	Issued	1,140.80	USD
502442	P6147	1	5073	73MN	Blaine Brothers	Minneapolis	2/27/25	Issued	327.18	USD
502443	P6148	1	5773		Brandon Kohlts	Duluth	2/27/25	Reconciled	41.51	USD
502444	P6149	1	6028		Cloquet Chamber Of Commerce	Cloquet	2/27/25	Issued	406.00	USD
502445	P6150	1	6086		Thomas Scientific	Pittsburgh	2/27/25	Issued	206.10	USD
502446	P6151	1	6124	01IL	Stantec Consulting Services	Chicago	2/27/25	Issued	770.75	USD
502447	P6152	1	6495		QED Environmental Systems Inc	Atlanta	2/27/25	Issued	6,147.16	USD
502448	P6153	1	6625	01MI	Crestmark Bank	Troy	2/27/25	Issued	992.75	USD
502449	P6154	1	6689	01TX	Insight Public Sector	Dallas	2/27/25	Issued	101,800.45	USD
502450	P6155	1	6731		Friends Of Lk Superior Natl ES	Superior	2/27/25	Issued	500.00	USD
502451	P6156	1	6782	01IL	Eurofins Environment Testing	Carol Stream	2/27/25	Issued	1,650.00	USD
502452	P6157	1	6825		Bolton And Menk Inc.	Mankato	2/27/25	Issued	22,540.55	USD
502453	P6158	1	6842		Neogov	El Segundo	2/27/25	Issued	4,121.04	USD
502454	P6159	1	6860		Erik Johnson	Duluth	2/27/25	Issued	20.18	USD
502455	P6160	1	6869		Ryan J. Ihrke	Duluth	2/27/25	Reconciled	21.39	USD
502456	P6161	1	6887	01MN	JS Bloomington Heartland Group	Bloomington	2/27/25	Issued	127.44	USD
502457	P6162	1	6956		Superior Fuel Company	Superior	2/27/25	Issued	3,126.59	USD
502458	P6163	1	6959	01TX	Alliance Technical Group	Dallas	2/27/25	Issued	394.80	USD
502459	P6199	1	411	01MN	General Cleaning Corporation	Duluth	3/6/25	Issued	7,331.00	USD
502460	P6200	1	422		W W Goetsch Assoc Inc	Minneapolis	3/6/25	Issued	88.19	USD
502461	P6201	1	727	27MN	Mielke Electric Works	Duluth	3/6/25	Issued	25.00	USD
502462	P6202	1	922	01FE	Ferguson Enterprises LLC #1657	Chicago	3/6/25	Issued	13,142.02	USD
502463	P6203	1	992	92MN	Road Machinery & Supply	Minneapolis	3/6/25	Issued	5,036.61	USD
502464	P6204	1	1022		City Of Scanlon Water Dept	Scanlon	3/6/25	Issued	110.52	USD
502465	P6205	1	1028		Vanbergen & Markson Inc	Maple Grove	3/6/25	Issued	57.89	USD
502466	P6206	1	1241		United Way Of Duluth	Duluth	3/6/25	Issued	552.00	USD
502467	P6207	1	1352	52MN	Graybar Electric Co, Inc.	Chicago	3/6/25	Issued	302.44	USD
502468	P6208	1	1377		Minnesota Life Insurance Co	St Paul	3/6/25	Issued	4,021.25	USD
502469	P6209	1	1600	01ND	Flint Group	Fargo	3/6/25	Issued	150.00	USD
502470	P6210	1	1966	66MN	Fastenal Company	Winona	3/6/25	Issued	1,135.77	USD
502471	P6211	1	1978		Hartel's Disposal	Proctor	3/6/25	Issued	6,410.73	USD
502472	P6212	1	2459		Compensation Consultants, Ltd	Cloquet	3/6/25	Issued	748.00	USD
502473	P6213	1	2651		SEH Engineers Architects Inc	St Paul	3/6/25	Issued	15,337.53	USD
502474	P6214	1	4052		NCPERS Group Life Ins.	Jacksonville	3/6/25	Issued	416.00	USD
502475	P6215	1	4166		Madison National Life Ins Co.	Carol Stream	3/6/25	Issued	2,273.77	USD
502476	P6216	1	4389	01MN	Metro Sales Inc.	Minneapolis	3/6/25	Issued	1,497.25	USD
502477	P6217	1	4767	01IL	PVS Technologies, Inc.	Chicago	3/6/25	Issued	10,731.89	USD
502478	P6218	1	4959	01NY	Analytichem	Champlain	3/6/25	Issued	1,120.80	USD
502479	P6219	1	5792		Association Of MN Counties	St Paul	3/6/25	Issued	125.00	USD
502480	P6220	1	6496		Vega Americas Inc	Cincinnati	3/6/25	Issued	3,109.55	USD
502481	P6221	1	6517		Kwik Trip Inc	La Crosse	3/6/25	Issued	562.74	USD
502482	P6222	1	6542	14	Hermantown Elementary School	Hermantown	3/6/25	Issued	250.00	USD

Cash Payment Register continued...

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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
502483	P6223	1	6726	01IA	Involta	Cedar Rapids	3/6/25	Issued	6,090.00	USD
502484	P6224	1	6782	01IL	Eurofins Environment Testing	Carol Stream	3/6/25	Issued	166.00	USD
502485	P6225	1	6791		Sir Benedict's Tavern	Duluth	3/6/25	Issued	256.24	USD
502486	P6226	1	6956		Superior Fuel Company	Superior	3/6/25	Issued	2,604.95	USD
502487	P6227	1	6977		Advanced Engineering & Environ	Grand Forks	3/6/25	Issued	11,740.14	USD
502488	P6303	1	61		Petrochoice	Dallas	3/14/25	Issued	1,761.80	USD
502489	P6304	1	320		Duncan Co	Minneapolis	3/14/25	Issued	1,046.48	USD
502490	P6305	1	557		Jamar Company	Duluth	3/14/25	Issued	580.00	USD
502491	P6306	1	627	27WI	Lake City Towing	Superior	3/14/25	Issued	300.00	USD
502492	P6307	1	647	47MN	League Of MN Cities Insurance	Minneapolis	3/14/25	Issued	30,911.00	USD
502493	P6308	1	817		Northern Door & Hardware	Duluth	3/14/25	Issued	750.00	USD
502494	P6309	1	901		Petty Cash - Office	-	3/14/25	Issued	49.60	USD
502495	P6310	1	922	01FE	Ferguson Enterprises LLC #1657	Chicago	3/14/25	Issued	1,365.37	USD
502496	P6311	1	1091	91MN	Ferguson Enterprises LLC #1657	Chicago	3/14/25	Issued	1,045.64	USD
502497	P6312	1	1108	01MN	St Louis County Auditor	Duluth	3/14/25	Issued	2,819.29	USD
502498	P6313	1	1352	52MN	Graybar Electric Co, Inc.	Chicago	3/14/25	Issued	7,346.05	USD
502499	P6314	1	1488		Itasca County Treasurer	Grand Rapids	3/14/25	Issued	450.00	USD
502500	P6315	1	1866		Carlton County Zoning Office	Carlton	3/14/25	Issued	881.38	USD
502501	P6316	1	1966	66MN	Fastenal Company	Winona	3/14/25	Issued	232.30	USD
502502	P6317	1	2017	17IL	Waste Management Of WI-MN	Carol Stream	3/14/25	Issued	791.44	USD
502503	P6318	1	2017	17IL	Waste Management Of WI-MN	Carol Stream	3/14/25	Issued	5,045.40	USD
502504	P6319	1	2096		Lake County Auditor	Two Harbors	3/14/25	Issued	195.00	USD
502505	P6320	1	2651		SEH Engineers Architects Inc	St Paul	3/14/25	Issued	16,072.40	USD
502506	P6321	1	2794		USA Bluebook	Gurnee	3/14/25	Issued	853.72	USD
502507	P6322	1	3149	02WI	L&S Electric	Milwaukee	3/14/25	Issued	1,167.95	USD
502508	P6323	1	3428		Mellin Promotional Advertising	Duluth	3/14/25	Issued	1,662.39	USD
502509	P6324	1	3865		St. Louis County Env Serv	Virginia	3/14/25	Issued	2,188.00	USD
502510	P6325	1	4009		Viele Contracting Inc	Duluth	3/14/25	Issued	2,015.00	USD
502511	P6326	1	4052		NCPERS Group Life Ins.	Jacksonville	3/14/25	Issued	416.00	USD
502512	P6327	1	4560		Centurylink	Phoenix	3/14/25	Issued	1,119.58	USD
502513	P6328	1	4611		Daniel Belden	Esko	3/14/25	Issued	26.32	USD
502514	P6329	1	4749		Soil Control Lab	Watsonville	3/14/25	Issued	89.00	USD
502515	P6330	1	4767	01IL	PVS Technologies, Inc.	Chicago	3/14/25	Issued	10,972.50	USD
502516	P6331	1	4797		Core Advantage	Superior	3/14/25	Issued	9,829.04	USD
502517	P6332	1	4827		Stack Bros.	Superior	3/14/25	Issued	12,957.00	USD
502518	P6333	1	5073	73MN	Blaine Brothers	Minneapolis	3/14/25	Issued	2,423.62	USD
502519	P6334	1	5525		Consolidated Communications	St. Louis	3/14/25	Issued	1,167.70	USD
502520	P6335	1	5660		Minnesota Energy Resources	Glenview	3/14/25	Issued	655.29	USD
502521	P6336	1	5836	F1	Mediacom	Carol Stream	3/14/25	Issued	176.90	USD
502522	P6337	1	5845	46MA	CDM Smith	Boston	3/14/25	Issued	3,910.00	USD
502523	P6338	1	6086		Thomas Scientific	Pittsburgh	3/14/25	Issued	987.75	USD
502524	P6339	1	6454	IL01	Acp Creativit, LLC	Carol Stream	3/14/25	Issued	2,331.64	USD
502525	P6340	1	6496		Vega Americas Inc	Cincinnati	3/14/25	Issued	272.77	USD
502526	P6341	1	6601		Air Products And Chemicals Inc	Charlotte	3/14/25	Issued	24,000.00	USD
502527	P6342	1	6625	01MI	Crestmark Bank	Troy	3/14/25	Issued	2,557.25	USD
502528	P6343	1	6639		City Of Wrenshall	Wrenshall	3/14/25	Issued	6,450.00	USD
502529	P6344	1	6801		Carlson Timber Products, Inc.	Sandstone	3/14/25	Issued	132,166.22	USD
502530	P6345	1	6814		Benjamin Carey	Cotton	3/14/25	Issued	115.58	USD

Cash Payment Register continued...

Date 3/19/25 Pay Group 1 Western Lake Superior Sanitary District USD
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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	
502531	P6346	1	6832	01TN	Nordic Consulting Partners	Nashville	3/14/25	Issued	20,400.00	USD	
502532	P6347	1	6887	01MN	J5 Bloomington Heartland Group	Bloomington	3/14/25	Issued	1,158.00	USD	
502533	P6348	1	6889		EcoSafe Zero Waste USA Inc.	Surrey	3/14/25	Issued	778.72	USD	
502534	P6349	1	6956		Superior Fuel Company	Superior	3/14/25	Issued	3,833.17	USD	
502535	P6350	1	6967		T-N-T Plastics, Inc.	Perryville	3/14/25	Issued	3,787.79	USD	
502536	P6351	1	6968	01CA	TPx Communications	San Diego	3/14/25	Issued	743.00	USD	
							*** Payment Code	CHK	Totals		
									Total Open Payments	127	844,920.88
									Total Reconciled Payments	23	721,274.63
									Total Void Payments		0.00
									Total Stale Dated Payments		0
									Total Escheated Payments		0

Cash Payment Register continued...

Date 3/19/25 Pay Group 1 Western Lake Superior Sanitary District USD
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 Cash Payment Register for 2/19/25 thru 3/18/25

All Report Account Currency

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

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
200450	P6060	1	296		City Of Duluth Comfort Systems	Minneapolis	2/20/25	Issued	50,268.22	USD
200451	P6061	1	376		Fedex	Palatine	2/20/25	Issued	431.20	USD
200452	P6062	1	1711	11IL	Grainger	Palatine	2/20/25	Issued	369.68	USD
200453	P6063	1	3471	IL71	AT&T Mobility	Carol Stream	2/20/25	Issued	2,687.12	USD
200454	P6064	1	4836		Verizon Wireless	St Louis	2/20/25	Issued	70.56	USD
200455	P6065	1	4883	45IL	Environmental Resource Assoc	Palatine	2/20/25	Issued	735.82	USD
200456	P6066	1	5202		Idexx Laboratories	Atlanta	2/20/25	Issued	546.97	USD
200457	P6067	1	6034		Innovative Office Solutions	Burnsville	2/20/25	Issued	15.34	USD
200458	P6068	1	6034	01MN	Innovative Office Solutions	Minneapolis	2/20/25	Issued	104.18	USD
200459	P6069	1	6540	40MA	Cintas Corporation	Dallas	2/20/25	Issued	1,014.79	USD
200460	P6187	1	296		City Of Duluth Comfort Systems	Minneapolis	2/27/25	Issued	245.90	USD
200461	P6188	1	1711	11IL	Grainger	Palatine	2/27/25	Issued	671.43	USD
200462	P6189	1	4883	45IL	Environmental Resource Assoc	Palatine	2/27/25	Issued	1,379.82	USD
200463	P6190	1	6034	01MN	Innovative Office Solutions	Minneapolis	2/27/25	Issued	4.91	USD
200464	P6191	1	6540	40MA	Cintas Corporation	Dallas	2/27/25	Issued	1,977.78	USD
200465	P6198	1	6599		US Bank Credit Card	.	2/28/25	Reconciled	26,096.72	USD
200466	P6237	1	296		City Of Duluth Comfort Systems	Minneapolis	3/6/25	Issued	30,453.14	USD
200467	P6238	1	376		Fedex	Palatine	3/6/25	Issued	239.58	USD
200468	P6239	1	6029		Hermantown Area C/C	Hermantown	3/6/25	Issued	1,000.00	USD
200469	P6240	1	6278		Cliftonlarsenallen, LLP	Chicago	3/6/25	Issued	4,578.00	USD
200470	P6241	1	6540	40MA	Cintas Corporation	Dallas	3/6/25	Issued	1,123.09	USD
200471	P6242	1	6841	00TX	ApplicantPro Holdings	Dallas	3/6/25	Issued	639.00	USD
200472	P6243	1	6871		MJ Companies, LLC	Duluth	3/6/25	Issued	2,242.50	USD
200473	P6296	1	194		City Of Cloquet	Cloquet	3/13/25	Issued	2,016.30	USD
200474	P6297	1	296		City Of Duluth Comfort Systems	Minneapolis	3/13/25	Issued	276.23	USD
200475	P6298	1	376		Fedex	Palatine	3/13/25	Issued	156.45	USD
200476	P6299	1	1461		Dex Yp	Phoenix	3/13/25	Issued	131.00	USD
200477	P6300	1	2483	01MN	Lakes Gas	Wyoming	3/13/25	Issued	522.53	USD
200478	P6301	1	5847	01IL	Stericycle, Inc.	Chicago	3/13/25	Issued	200.00	USD
200479	P6302	1	6540	40MA	Cintas Corporation	Dallas	3/13/25	Issued	1,242.67	USD

*** Payment Code	PCR	Totals	
		Total Open Payments	29 105,344.21
		Total Reconciled Payments	1 26,096.72
		Total Void Payments	0.00
		Total Stale Dated Payments	0
		Total Escheated Payments	0

Cash Payment Register continued...

Date 3/19/25 Pay Group 1 Western Lake Superior Sanitary District USD
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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
100058	P6070	1	2677		Minn Dept Of Employment And	St. Paul	2/20/25	Reconciled	483,745.57	USD
100059	P6092	1	1410		Piper Sandler	Minneapolis	2/21/25	Reconciled	1,000,000.00	USD
100060	P6093	1	753		Minnesota Power	Minneapolis	2/24/25	Reconciled	308,358.63	USD

*** Payment Code WIR Totals
 Total Open Payments 0.00
 Total Reconciled Payments 3 1,792,104.20
 Total Void Payments 0.00
 Total Stale Dated Payments 0
 Total Escheated Payments 0

*** Cash Code 10225 Totals
 Total Open Payments 202 1,612,878.84
 Total Reconciled Payments 42 2,964,162.47
 Total Void Payments 0.00
 Total Stale Dated Payments 0
 Total Escheated Payments 0

*** Pay Group 1 USD Totals
 Total Open Payments 202 1,612,878.84
 Total Reconciled Payments 42 2,964,162.47
 Total Void Payments 0.00
 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: Board of Directors
From: Personnel Committee
Date: March 19th, 2025
Subject: Approval of the Engineering Technician job description and pay grade

Attached to this memo you will find the proposed job description for the Engineering Technician. In the most recent job description, job functions regarding management of the Collections Temporary Flow Meter Program and supporting CCTV inspections and televising activities were added. KSA's around operating hand and power tools were also added. Content changes were minimal overall; format and language was updated to align with other recently updated job descriptions. No change to minimum qualifications; they remain at a two-year degree and two years' experience, which also aligns with the external market.

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

Know-How

This job description requires a two-year degree in Civil Engineering Technology, Construction Engineering Technology, Mechanical Drafting and Design or related field and two years of related experience. CAD and GPS skill are required, as well as a basic knowledge of technical engineering principles and practices.

Problem Solving and Accountability

This position works under the direction of the Engineering Manager; set procedures are in place but this position also has latitude for independent action and works independently, at times in remote locations.

Special Conditions

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

MN State Job Match

In the District's current job description, the Engineering Technician was compared to the state's Engineering Aide, Intermediate at 206 points, which places this classification at a grade 15.

In the most recent review, the Engineering Technician was again compared to the state's Engineering Aide, Intermediate at 206 points, placing the proposed job description at a grade 15.

As part of this review, an internal and external market study was conducted; the collected market data support this classification at a grade 15.

When reviewing the points assignment to the MN state job match description and the District's job description, The Personnel Committee recommends that the Board approve the proposed Engineering Technician job description be placed at a grade 15.

	Old Job Description	Proposed Job Description
Hay Factors		
<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 technical engineering principles and practices • Two-year technical degree • Ability to develop effective working relationships with co-workers, other employees, the general public and governmental agencies • Coordinates work activities with contractors, outside agencies, District personnel, customers and the public • Manages Gopher One system • Manages records management systems • CAD, GPS 	<ul style="list-style-type: none"> • Knowledge of technical engineering principles and practices • Two-year technical degree • Ability to establish and maintain effective working relationships with internal and external Stakeholders • Coordinates work activities with contractors, outside agencies, District personnel, customers and the public • Manages Gopher One system • Maintains records management system • CAD, GPS • Installation and maintenance of flow meter equipment
<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 supervisor; has some latitude for independent action • Work is done independently and at remote locations at times 	<ul style="list-style-type: none"> • Work is assigned by supervisor; has some latitude for independent action • Work is done independently and at remote locations at times
<u>Accountability</u>		
		<ul style="list-style-type: none"> • Set procedures are in place

Engineering Technician

<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">• Moderate 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 and slippery terrain and outdoor areas in all weather conditions• Capable of walking, reaching, bending and the ability to sit, stand, kneel, stoop and crouch for extended periods• Ability to lift and carry supplies and equipment up to 20 pounds, and occasionally carry up to 100 pounds• Ability to work in confined spaces

ENGINEERING TECHNICIAN

Approved: 02/2012

Definition

The Engineering Technician works under the direction and oversight of the Manager of Planning and Technical Services or assigned supervisor. An employee in this classification works independently and/or in cooperation with others to perform technical and para-professional engineering work in order to support the day to day engineering functions as well as provide support to the District's solid waste and wastewater operations. Depending on the needs of the District, the actual area of technical expertise (i.e. CAD, GIS, Construction Observation, Surveying, etc.) will vary based upon the specific assignment.

Job Functions

The Engineering Technician is a position which may encompass one or more specialty skill areas, but the job description will apply to all of those in the classification.

Examples of work performed include, but are not limited to:

- Manages and supports all activities associated with District requirements associated with the Gopher State One-Call system by maintaining standard operating procedures and training, maintaining accurate data, networking with area utilities/contractors and monitoring the program for continued efficiencies
- Manages records management systems using District software programs, by developing and maintaining organizational standards, standard operating procedures, software license agreements and updates, identifying software/hardware need recommendations
- Conducts field work and maintains documentation associated with construction observation, routine inspections, field data collection, surveying, utility locating, etc.
- Provides construction inspection and observation to ensure conformance, including maintaining daily log of construction activities and preparation of progress reports
- Collects data using geographical positioning system (GPS) units and surveying equipment
- Creates and modifies construction plans and other drawings using a computer-aided drafting (CAD) system
- Creates and modifies maps using geographic information system (GIS) mapping software
- Coordinates work activities with contractors, outside agencies, other District personnel, customers and the public
- Conducts research, gathers data, and communicates results in support of maintenance and process improvement projects, capital project development and preparation of engineering plans, specifications, reports, property or easement acquisition

Engineering Technician

- Uses various computer programs and technology to gather information and receive and produce written correspondence
- Operates and maintains various office equipment including printers, scanners, large format plotters, etc.
- Prepares for, attends and speaks at public hearings and meetings.
- Assists with capital project budget development, management and closeout activities
- Assists with preparation of project cost estimates, standard operating procedures, and training materials
- 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
- Assists in the training and education of other employees, employees in lower classifications, and the community by providing on-the-job training, general instruction and specific training as required
- Performs related duties as assigned

Minimum Qualifications

Completion of a two-year degree in Civil Engineering Technology, Construction Engineering Technology, Mechanical Drafting and Design or similar field, and minimum of two years verifiable work experience; or a combination of education and/or experience determined to be equivalent.

Required Knowledge, Skills and Abilities

Knowledge of technical engineering principles and practices; knowledge of various construction methods common to wastewater treatment plant and underground utility systems; ability to interpret construction plans and specifications; and inspect the same during implementation; knowledge and skill in the use of engineering equipment, charts, maps and tables; ability to understand and interpret construction and record drawings, diagrams and specifications; ability to estimate labor and materials for proposed work; ability to communicate effectively in verbal and written communications; and the ability to develop effective working relationships with co-workers, other employees, the general public and other governmental agencies. Ability to do field work year round, walking long distances on uneven terrain and performing work in confined spaces. Must also possess sufficient physical strength and agility to perform occasional lifting and moving of supplies and equipment.



Title:	Engineering Technician
Reports To:	Engineering 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 Engineering Manager or other assigned supervisor, and with latitude for independent action, an employee in this classification works independently and/or in cooperation with others to perform technical and para-professional engineering work in order to support the day-to-day engineering functions as well as provide support to the District’s solid waste and wastewater operations. Depending on the needs of the District, the actual area of technical expertise (i.e. CAD, GIS, Construction Observation, Surveying, etc.) will vary based upon the specific assignment.

JOB FUNCTIONS

- Manages and supports all activities associated with District requirements for the Gopher State One-Call system by maintaining standard operating procedures and training, maintaining accurate data, networking with area utilities/contractors and monitoring the program for continued efficiencies
- Maintains records management systems using District software programs by developing and maintaining organizational standards, standard operating procedures, software license agreements and updates and identifying software/hardware needs and making recommendations
- Supports activities associated with the Collections Temporary Flow Meter Program, including installation and maintenance of flow meter equipment to ensure accurate data collection for internal customers
- Supports CCTV inspections and televising activities and operation and maintenance of CCTV van, easement vehicles and associated equipment, including towing easement vehicle with truck and trailer
- Conducts field work and maintains documentation associated with construction observation, routine inspections, field data collection, surveying, utility locating, etc.
- Provides construction inspection and observation to ensure conformance, including maintaining daily log of construction activities and preparation of progress reports
- Collects data using geographical positioning system (GPS) units and surveying equipment
- Creates and modifies construction plans and other drawings using a computer-aided drafting (CAD) system
- Creates and modifies maps using geographic information system (GIS) mapping software

Engineering Technician

- Coordinates work activities with contractors, outside agencies, other District personnel, customers and the public
- Conducts research, gathers data and communicates results in support of maintenance and process improvement projects, capital project development and preparation of engineering plans, specifications, reports, property or easement acquisition
- Uses various computer programs and technology to gather information and receive and produce written correspondence
- Prepares for, attends and speaks at public hearings and meetings
- Assists with capital project budget development, management and closeout activities
- Assists with preparation of project cost estimates, standard operating procedures, and training materials
- 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 an associate's degree in civil engineering technology, construction engineering technology, mechanical drafting and design or related field and two years' work experience
- An equivalent combination of education and experience may be considered

Licenses and Certifications

- Possess a valid driver's license

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of technical engineering principles and practices
- Knowledge of various construction methods common to wastewater treatment plant and underground utility systems
- Knowledge and skill in the use of engineering equipment, charts, maps and tables
- Ability to interpret construction plans and specifications, and to inspect the same during implementation
- Ability to understand and interpret construction and record drawings, diagrams and specifications
- Ability to use pipe and cable locator, basic hand tools and light power tools
- Ability to estimate labor and materials for proposed work
- Ability to communicate effectively in verbal and written communications
- Ability to establish and maintain effective working relationships with internal and external stakeholders

PHYSICAL DEMANDS

Engineering Technician

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 and slippery terrain and outdoor areas in all weather conditions
- Capable of walking, reaching, bending and the ability to sit, stand, kneel, stoop and crouch for extended periods
- Ability to lift and carry supplies and equipment up to 20 pounds, and occasionally carry up to 100 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
- 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: March 19th, 2025
Subject: Approval of the Senior Engineering Technician job description and pay grade

Attached to this memo you will find the proposed job description for the Senior Engineering Technician. In the most recent job description, job functions regarding management of the Collections Temporary Flow Meter Program and supporting CCTV inspections and televising activities were added. KSA's around operating hand and power tools were also added. Content changes were minimal overall; format and language was updated to align with other recently updated job descriptions. No change to minimum qualifications; they remain at a two-year degree and four years' experience, which also aligns with the external market.

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

Know-How

This job description requires a two-year degree in Civil Engineering Technology, Construction Engineering Technology, Mechanical Drafting and Design or related field and four years of related experience. CAD and GPS skill are required, as well as a knowledge of technical engineering principles and practices.

Problem Solving and Accountability

This position works under the direction of the Engineering Manager; set procedures are in place but this position also has considerable latitude for independent action and works independently, as well as manages annual maintenance programs and capital projects with little oversight.

Special Conditions

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

MN State Job Match

In the District's current job description, the Senior Engineering Technician was compared to the state's Engineering Aide, Senior at 233 points, which places this classification at a grade 17.

In the most recent review, the Engineering Technician was compared to the state's Engineering Aide, Intermediate (20% of 206 points), Engineering Aide, Senior (60% of 233 points) and Engineering Specialist (20% of 323 points), for a total of 246 points. This places the proposed job description at a grade 17.

As part of this review, an internal and external market study was conducted; the collected market data support this classification at a grade 17.

When reviewing the points assignment to the MN state job match description and the District's job description, the Personnel Committee recommends that the Board approve the proposed Senior Engineering Technician job description be placed at a grade 17.

	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 technical engineering principles and practices • Two-year technical degree 	<ul style="list-style-type: none"> • Knowledge of technical engineering principles and practices • Two-year technical degree
<ul style="list-style-type: none"> • Human relations skills 	<ul style="list-style-type: none"> • Ability to develop effective working relationships with co-workers, other employees, the general public and governmental agencies • Coordinates construction projects with consultants and contractors; coordinates District project teams 	<ul style="list-style-type: none"> • Ability to establish and maintain effective working relationships with internal and external Stakeholders • Coordinates construction projects with consultants and contractors; coordinates District project teams
<ul style="list-style-type: none"> • Managerial/Integrating skills 	<ul style="list-style-type: none"> • Manages annual maintenance programs and capital projects • Manages Gopher One system • Manages records management systems 	<ul style="list-style-type: none"> • Manages annual maintenance programs and capital projects • Manages Gopher One system • Maintains records management system
<ul style="list-style-type: none"> • Tech skills 	<ul style="list-style-type: none"> • CAD, GPS 	<ul style="list-style-type: none"> • CAD, GPS • Installation and maintenance of flow meter equipment
<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 supervisor; has considerable latitude for independent action 	<ul style="list-style-type: none"> • Work is assigned by supervisor; has 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"> • Organizes / coordinates the work of others 	<ul style="list-style-type: none"> • Organizes / coordinates the work of others

<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-high impact of decisions 	<ul style="list-style-type: none"> • Set procedures are in place • Moderate-high 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 and slippery terrain and outdoor areas in all weather conditions • Capable of walking, reaching, bending and the ability to sit, stand, kneel, stoop and crouch for extended periods • Ability to lift and carry supplies and equipment up to 20 pounds, and occasionally carry up to 100 pounds • Ability to work in confined spaces

SENIOR ENGINEERING TECHNICIAN

May 2011

DEFINITION

The Senior Engineering Technician works under the direction and oversight of the Manager of Planning and Technical Services or assigned supervisor. An employee in this classification works independently and/or in cooperation with others to perform technical and para-professional engineering work in order to support the day to day engineering functions as well as to provide support to the District's solid waste, and wastewater operations. An employee in this classification coordinates work of other technical personnel. Depending on the needs of the District, the actual area of technical expertise (i.e. CAD, GIS, Construction Observation, Surveying, etc.) will vary based upon the specific assignment.

JOB FUNCTIONS

The Senior Engineering Technician is a position which may encompass one or more specialty skill areas, but the job description will apply to all of those in the classification.

Examples of work performed include, but are not limited to:

- Manages annual maintenance programs and capital projects by: developing and monitoring budgets and schedules, coordinating work performed by consultants and contractors, coordinating District project teams, assisting with project bidding activities, reviewing pay applications submitted by consultants and contractors, and performing other contract administration duties
- Manages and supports all activities associated with District requirements associated with the Gopher State One-Call system by maintaining standard operating procedures and training, maintaining accurate data, networking with area utilities/contractors and monitoring the program for continued efficiencies
- Manages records management systems using District software programs by developing and maintaining organizational standards, standard operating procedures, software license agreements and updates and identifying software/hardware need recommendations
- Conducts field work and maintains documentation associated with construction observation, routine inspections, field data collection, surveying, utility locating, etc.
- Provides construction inspection and observation to ensure conformance, including maintaining daily log of construction activities and preparation of progress reports.
- Collects data using geographical positioning system (GPS) units, and surveying equipment
- Creates and modifies construction plans, and other drawings using a computer-aided drafting (CAD) system
- Creates and modifies maps using geographic information system (GIS) mapping software

Senior Engineering Technician

- Coordinates work activities with contractors, outside agencies, other District personnel, customers and the public
- Conducts research, gathers data, and communicates results in support of maintenance and process improvement projects, capital project development and preparation of engineering plans, specifications, reports and property or easement acquisition
- Uses various computer programs and technology to gather information and receive and produce written correspondence
- Operates and maintains various office equipment including printers, scanners, large format plotters, etc.
- Prepares project cost estimates, develops and maintains standard operating procedures and provides training
- Prepares for, attends and speaks at public hearings and meetings
- 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
- Assists in the training and education of other employees, employees in lower classifications, and the community by providing on-the-job training, general instruction and specific training as required
- Performs related duties as assigned

MINIMUM QUALIFICATIONS

Completion of a two-year degree in Civil Engineering Technology, Construction Engineering Technology, Mechanical Drafting and Design or similar field, and minimum of four years verifiable work experience; or a combination of education and/or experience determined to be equivalent.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of electronic data management systems and databases. Knowledge of project management principals and practices. Knowledge of technical engineering principles and practices; knowledge of various construction methods common to wastewater treatment plant and underground utility systems; ability to interpret construction plans and specifications; and inspect the same during implementation; knowledge and skill in the use of engineering equipment, charts, maps and tables; ability to understand and interpret construction and record drawings, diagrams and specifications; ability to estimate labor and materials for proposed work; ability to communicate effectively in verbal and written communications; and the ability to develop effective working relationships with co-workers, other employees, the general public and other governmental agencies. Ability to do field work year round, walking long distances, on uneven terrain and in confined spaces. Must also possess sufficient physical strength and agility to perform occasional lifting and moving of supplies and equipment.



Title:	Senior Engineering Technician
Reports To:	Engineering 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 Engineering Manager or other assigned supervisor, and with considerable latitude for independent action, an employee in this classification works independently and/or in cooperation with others to perform technical and para-professional engineering work in order to support the day-to-day engineering functions as well as provide support to the District's solid waste and wastewater operations. An employee in this classification coordinates the work of other technical personnel. Depending on the needs of the District, the actual area of technical expertise (i.e. CAD, GIS, Construction Observation, Surveying, etc.) will vary based upon the specific assignment.

JOB FUNCTIONS

- Manages annual maintenance programs and capital projects by developing and monitoring budgets and schedules, coordinating work performed by consultants and contractors, coordinating District project teams, assisting with project bidding activities, reviewing pay applications submitted by consultants and contractors and performing other contract administration duties
- Manages and supports all activities associated with District requirements for the Gopher State One-Call system by maintaining standard operating procedures and training, maintaining accurate data, networking with area utilities/contractors and monitoring the program for continued efficiencies
- Manages records management systems using District software programs by developing and maintaining organizational standards, standard operating procedures, software license agreements and updates and identifying software/hardware needs and making recommendations
- Manages and supports activities associated with the Collections Temporary Flow Meter Program, including installation and maintenance of flow meter equipment to ensure accurate data collection for internal customers
- Manages CCTV inspections and televising activities and operation and maintenance of CCTV van, easement vehicles and associated equipment, including towing easement vehicle with truck and trailer
- Conducts field work and maintains documentation associated with construction observation, routine inspections, field data collection, surveying, utility locating, etc.
- Provides construction inspection and observation to ensure conformance, including maintaining daily log of construction activities and preparation of progress reports
- Collects data using geographical positioning system (GPS) units and surveying equipment

Senior Engineering Technician

- Creates and modifies construction plans and other drawings using a computer-aided drafting (CAD) system
- Creates and modifies maps using geographic information system (GIS) mapping software
- Coordinates work activities with contractors, outside agencies, other District personnel, customers and the public
- Conducts research, gathers data and communicates results in support of maintenance and process improvement projects, capital project development and preparation of engineering plans, specifications, reports, property or easement acquisition
- Uses various computer programs and technology to gather information and receive and produce written correspondence
- Prepares project cost estimates, develops and maintains standard operating procedures and provides training
- Prepares for, attends and speaks at public hearings and meetings
- Assists with capital project budget development, management and closeout activities
- Assists with preparation of project cost estimates, standard operating procedures, and training materials
- 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 an associate's degree in civil engineering technology, construction engineering technology, mechanical drafting and design or related field and four years' work experience
- An equivalent combination of education and experience may be considered

Licenses and Certifications

- Possess a valid driver's license

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of electronic data management systems and databases
- Advanced knowledge of project management principles and practices
- Advanced knowledge of technical engineering principles and practices
- Knowledge of various construction methods common to wastewater treatment plant and underground utility systems
- Knowledge and skill in the use of engineering equipment, charts, maps and tables
- Ability to interpret construction plans and specifications, and to inspect the same during implementation

Senior Engineering Technician

- Ability to understand and interpret construction and record drawings, diagrams and specifications
- Ability to use pipe and cable locator, basic hand tools and light power tools
- Ability to estimate labor and materials for proposed work
- Ability to communicate effectively in verbal and written communications
- 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 and slippery terrain and outdoor areas in all weather conditions
- Capable of walking, reaching, bending and the ability to sit, stand, kneel, stoop and crouch for extended periods
- Ability to lift and carry supplies and equipment up to 20 pounds, and occasionally carry up to 100 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
- 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: March 19th, 2025
Subject: Approval of the Planner job description and pay grade

Attached to this memo you will find the proposed job description for the Planner. This job description was last reviewed in 2006; significant changes were made to content to add more depth and detail to job functions. Modernized job functions were added demonstrative of the functions performed in this classification currently. No change to minimum qualifications; they remain at a bachelor's degree and two years' experience, which also aligns with the external market.

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

Know-How

This job description requires a bachelor's degree in planning, urban studies, business administration, public administration or related field and two years of experience. This position collaborates with internal and external stakeholders frequently in a technical capacity.

Problem Solving and Accountability

This position works under the direction of the Director of Technical Services. Set procedures are in place; however, this position provides technical guidance to stakeholders and decision-makers, and therefore has a moderate to high degree of independent thinking and decision-making.

Special Conditions

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

MN State Job Match

In the District's current job description, the Planner was compared to the state's Planner at 233 points, which places this classification at a grade 16.

In the most recent review, the Planner was again compared to the state's Planner at 238 points, placing the proposed job description at a grade 17.

As part of this review, an internal and external market study was conducted; the collected market data support this classification at a grade 17.

When reviewing the points assignment to the MN state job match description and the District's job description, the Personnel Committee recommends that the Board approve the proposed Planner job description be placed at a grade 17.

	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 principles and practices of municipal and regional wastewater and solid waste planning • Bachelor’s degree in planning, urban studies or related field 	<ul style="list-style-type: none"> • Knowledge of principles and practices of municipal and regional wastewater and solid waste planning • Bachelor’s degree in planning, urban studies, business admin, public admin or related field
<ul style="list-style-type: none"> • Human relations skills 	<ul style="list-style-type: none"> • Responds to public inquiries • Assists local officials, Board members and staff in District-wide planning • Ability to establish and maintain effective working relationships with other employees, local officials and the public 	<ul style="list-style-type: none"> • Works with developers, engineers, architects, contractors, et al • Ability to establish and maintain effective working relationships with internal and external stakeholders
<ul style="list-style-type: none"> • Managerial/Integrating skills 	<ul style="list-style-type: none"> • Prepares the technical phases of local and District-wide planning • Directs planning activities in collaboration with others 	<ul style="list-style-type: none"> • Project management planning support • Provides guidance to District leadership and local and regional decision-makers • Directs planning activities in collaboration with others
<ul style="list-style-type: none"> • Tech skills 	<ul style="list-style-type: none"> • Statistics, data analysis, GIS 	<ul style="list-style-type: none"> • Statistics, data analysis, GIS
<u>Problem Solving</u>		
<ul style="list-style-type: none"> • The way in which the employee makes 	<ul style="list-style-type: none"> • Work is assigned by supervisor; has latitude for independent action 	<ul style="list-style-type: none"> • Work is assigned by supervisor; has latitude for independent action

<p>decisions and solves problems</p> <ul style="list-style-type: none"> • Degree in which they have to think on their own 	<ul style="list-style-type: none"> • Assists in program development and is responsible for administering and completing various elements thereof • Assists / supports stakeholders and develops resources for District leadership and regional decision-makers 	<ul style="list-style-type: none"> • Supports technical phases of District-wide planning on a professional level • Assists / supports stakeholders and develops resources for District leadership and regional decision-makers
<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 • Moderate impact of decisions 	<ul style="list-style-type: none"> • Set procedures are in place • Moderate 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 and slippery terrain and outdoor areas in all weather conditions • Capable of walking, reaching, bending and the ability to sit, stand, kneel, stoop and crouch for extended periods • Ability to lift and carry supplies and equipment up to 20 pounds, and occasionally carry up to 60 pounds

PLANNER

Approved: 06/2006

DEFINITION

Under the supervision of the Manager of Planning and Technical Services or other assigned supervisor and with direction by the Senior Planner, the Planner is responsible for preparing the technical phases of local and District-wide planning on a professional level. The work involves identifying research needs, conducting research studies; analysis of data and preparation of reports and graphic materials, answering public inquiries concerning matters which are the responsibility of the District; and related work as required.

JOB FUNCTIONS

Assists in the preparation of water quality and solid waste work programs, and is responsible for administering and completing various elements thereof. Prepares reports, maps and graphic materials summarizing results of planning and engineering studies.

Answers public inquiries concerning functions and responsibilities of the district. Assembles, correlates and analyzes data to be used in a variety of local and District-wide planning/engineering studies.

Assists local officials, advisory committees, Board members and District staff in the development and implementation of local and District-wide plans and assists in the administrative work of the Planning and Technical Services Department. Assists in assembling planning and research documents; performs related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's Degree in Planning, Urban Studies, or a closely related field, including course work in the social, physical, and economic aspects of municipal and regional planning and two years of progressively responsible planning experience .

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the accepted principles and practices of municipal and regional wastewater and solid waste planning; related management and enforcement activities; working knowledge of statistics and the basic principles of research and data analysis; application and use of Geographic Information Systems; knowledge of the elementary principles of engineering, architecture, and the physical and social sciences as they relate to planning.

Ability to organize and conduct research studies and investigations; ability to prepare effective oral, written and graphic reports; possess computer skills, including working knowledge of all associated applications including word processing, spreadsheet, presentations, database and geographic information systems. ability to establish and maintain effective working relationships with other employees, local officials and the public.



Title:	Planner
Reports To:	Director of Planning & Technical Services
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 Director of Planning and Technical Services or other assigned supervisor, and with latitude for independent action, an employee in this classification supports District-wide policy and planning efforts in areas including, but not limited to wastewater utilities, water quality and solid waste management through implementation and administration of their various elements. This position provides support to District planning functions including technical assistance and plan reviews, project management, engaging with community stakeholders and developing resources to assist District leadership and local and regional decision-makers.

JOB FUNCTIONS

- Supports the technical phases of local and District-wide planning on a professional level including the identification of planning needs, problem solving, identifying research needs and conducting research
- Prepares written reports, memos, maps, and other documents necessary to support the development and implementation of District planning programs and informs the District Board, local officials, advisory committees and agencies, or stakeholder groups to aid in their decision-making processes
- Analyzes area population and employment trends, future developments and wastewater flow projections and coordinates with local jurisdictions on public utility elements of community comprehensive plan updates and amendments
- Coordinates issuing sanitary sewer extension permits including facilitating staff review of applications for compliance with District plans and regulations, communicating with applicants and the MPCA, preparing Board review materials and permit issuance and tracking
- Meets with developers, engineers, architects, contractors and others regarding development plans; interprets and explains District regulations and requirements to ensure efficient processes and procedures related to sewer extensions, sewer service availability and service connections
- Administers and enforces District solid waste and wastewater ordinances; facilitates updates as needed and responds to complaints, violations, and other issues related to ordinance compliance
- Administers District issued facility permits including reviewing applications and issuing permits, facilitating public hearings and Board reviews, and performing inspections to determine compliance with permit and ordinance requirements

Planner

- Participates in and provides staff support to local and regional stakeholder and technical advisory groups to further collaborate on solid waste management and wastewater planning initiatives
- Maintains District legal documents including, but not limited to property ownership, access permits, right-of-way, easements, resolutions and other related items
- Facilitates the District community planning grant program including working with local jurisdictions on developing project scopes, reviewing and approving applications, evaluating project deliverables and tracking grant program finances
- Administers the District's Geographic Information System (GIS) program including database management, licensing and map creation in support of District wastewater and solid waste initiatives, providing support and administration to internal system users, and coordinating with other local agencies
- Provides technical support to the Environmental Services team in the areas including, but not limited to monthly flow and load review, documentation of customer metering and billing parameters, monthly rainfall reporting, and temporary flow metering data analysis
- Identifies potential grant opportunities, researches funding sources, coordinates with other District work areas to develop comprehensive grant proposals and manages the grant application process
- 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
- Perform other related duties as assigned

MINIMUM QUALIFICATIONS

Education and Experience

- Possess a bachelor's degree in Planning, Urban Studies, Business Administration, Public Administration or related field and two years of responsible planning experience
- An equivalent combination of education and experience may be considered

Licenses and Certifications

- Possess a valid driver's license

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the accepted principles and practices of municipal and regional solid waste and wastewater planning
- Knowledge in designing and implementing long range plans and studies concerning areas such as natural resources, utilities, public services and facilities, and strategic planning
- Knowledge of the elementary principles of engineering, architecture, and the physical and social sciences as they relate to planning

Planner

- Knowledge of the principles and practices of cartography and population and employment forecasting
- Knowledge of public engagement programs with a focus on reaching diverse communities, such as interviews and focus groups, questionnaires, public events and advisory committee meetings
- Knowledge of the application and use of geographic information systems including creation and maintenance of maps, database management and maintenance, data analysis and processing, and licensing
- Working knowledge of statistics and of the basic principles, methodology and practices of research, data collection and analysis
- Excellent interpersonal skills for facilitating public participation activities and fostering relationships with elected/appointed officials, coworkers and the public
- Skilled in conducting audits or field inspections to determine environmental compliance and related enforcement activities
- Excellent time management skills and ability to multi-task and work on several projects or issues simultaneously
- Computer skills including a working knowledge of all associated programs and applications including word processing, spreadsheet, presentations and databases
- Creative problem-solving skills to gather relevant information to solve less well-defined planning problems
- Ability to organize and conduct research studies and investigations and prepare clear, concise, and complete technical documents, reports, correspondence and other written materials
- Ability to communicate effectively in oral and written forms, to interpret planning projects, reports, and ordinances to officials and the public, and to make public presentations
- 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 lift and carry supplies and equipment up to 20 pounds, and occasionally carry up to 60 pounds

WORK ENVIRONMENT

Planner

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: March 19th, 2025
Subject: Approval of the Senior Planner job description and pay grade

Attached to this memo you will find the proposed job description for the Senior Planner. This job description was last reviewed in 2006; significant changes were made to content to add more depth and detail to job functions. Modernized job functions were added demonstrative of the functions performed in this classification currently. Job functions on leading and facilitating regular updates of technical components of the District's wastewater comprehensive plan and solid waste management plan were added, as well as functions related to sewer extension permits and associated items. Minimum qualifications were updated from five years of experience to four years, which more accurately aligns with both the internal and external market.

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

Know-How

This job description requires a bachelor's degree in planning, urban studies, business administration, public administration or related field and four years of experience. An advanced knowledge in designing and implementing long range plans and studies and strategic planning is required. A high degree of leadership ability is needed as this position acts in an advisory role.

Problem Solving

This position works under the direction of the Director of Technical Services with considerable latitude for independent action. This position acts a technical expert for both internal and external stakeholders, and provides day-to-day leadership for the planning team, including the assignment of work and establishing department priorities.

Special Conditions

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

MN State Job Match

In the District's current job description, the Senior Planner was compared to the state's Planner Intermediate at 267 points, which places this classification at a grade 18.

In the most recent review, the Senior Planner was compared to the state's Planner Intermediate at (75% of 275 points) and Planner, Senior – State (25% of 323 points) for a total of 287 points. This would place the updated classification at a grade 19.

As part of this review, an internal and external market study was conducted; the collected market data support this classification at a grade 19.

When reviewing the points assignment to the MN state job match description and the District's job description, the Personnel Committee recommends that the Board approve the proposed Senior Planner job description be placed at a grade 19.

	Old Job Description	Proposed Job Description
<p>Hay Factors</p>		
<p><u>Know-How</u></p>		
<ul style="list-style-type: none"> • Technical knowledge 	<ul style="list-style-type: none"> • Knowledge of accepted principles and practices of municipal and regional wastewater and solid waste planning • Bachelor’s degree in planning, urban studies or related field 	<ul style="list-style-type: none"> • Advanced knowledge of the accepted principles and practices of municipal and regional solid waste and wastewater planning • Advanced knowledge in designing and implementing long range plans and studies and strategic planning • Bachelor’s degree in planning, urban studies, business admin, public admin or related field
<ul style="list-style-type: none"> • Human relations skills 	<ul style="list-style-type: none"> • Coordinates with employees/managers, regulators and the general public • Provides guidance to planning staff • Ability to establish and maintain effective working relationships with other employees, local officials and the public 	<ul style="list-style-type: none"> • Engages with community stakeholders, District leadership and local and regional decisionmakers • Provides day-to-day leadership of the planning dept • Ability to establish and maintain effective working relationships with internal and external stakeholders
<ul style="list-style-type: none"> • Managerial/Integrating skills 	<ul style="list-style-type: none"> • Provides day-to-day leadership of planning staff including establishing priorities, work assignments and training needs 	<ul style="list-style-type: none"> • Provides day-to-day leadership to the planning dept and a high level of technical assistance and expertise to various planning functions • Coordinates planning dept work activities; instructs staff in work procedruess • Basic engineering skills • Computer skills

<ul style="list-style-type: none"> • Tech skills 	<ul style="list-style-type: none"> • Basic engineering skills • Computer skills 	
<p><u>Problem Solving</u></p> <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"> • Works under the direction of the Manager of Planning and Technical Services • Identifies planning needs, problem solves and identifies research needs • Acts as a technical expert for various internal and external stakeholders 	<ul style="list-style-type: none"> • Works under the direction of the Director of Planning and Technical Services with considerable latitude for independent action • Provides leadership and expertise to various District planning functions • Acts as a technical expert for various internal and external stakeholders
<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 • Moderate-high impact of decisions 	<ul style="list-style-type: none"> • Set procedures are in place • Moderate-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 and slippery terrain and outdoor areas in all weather conditions • Capable of walking, reaching, bending and the ability to sit, stand, kneel, stoop and crouch for extended periods • Ability to lift and carry supplies and equipment up to 20 pounds, and occasionally carry up to 60 pounds

SENIOR PLANNER

Approved: 06/2006

DEFINITION

Under supervision of the Manager of Planning and Technical Services (PTSD) or other assigned supervisor, the Senior Planner provides planning expertise including the coordination of the planning group, communication with other WLSSD employees/managers, regulators and the general public. Responsibilities include, but are not necessarily limited to the preparation of the technical phases of local and District-wide planning on a professional level including the identification of planning needs, problem solving, identifying research needs, conducting research ; analysis of data and preparation of reports and associated graphic materials, answering public inquiries concerning matters which are the responsibility of the District; and guidance and assistance to other planning staff. The Senior Planner provides a high level of technical assistance and expertise to various planning functions within the WLSSD.

JOB FUNCTIONS

Under the direction of the Manager of Planning and Technical Services, the Senior Planner provides day to day leadership to the planning staff including the establishment of priorities, the assignment of work and the identification of training needs. Assigns work and priorities and monitors progress so that all required work is completed in a timely and accurate manner.

Assists in the preparation of water quality and solid waste plans, and is responsible for administering and completing all related work programs. Prepares reports and graphic materials summarizing results of planning and engineering studies and coordinates related planning activities and staff.

Answers public inquiries concerning functions and responsibilities of the district. Assembles, correlates and analyzes data to be used in a variety of local and District-wide planning/engineering studies. Assists local officials and works with advisory committees, Board members and District staff in the development and implementation of local and District-wide plans; assists the Manager of the PTSD in the administrative work of the Planning Department including ; directing the work of the Planner (s) and student interns, as required, providing direction and oversight to consultants assisting in related staff services; and providing information and updates to the ; and direction of related staff services to WLSSD Board and Committees. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's Degree in Planning, Urban Studies, or a closely related field, including course work in the social, physical, and economic aspects of municipal and regional planning and five years of progressively responsible planning experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the accepted principles and practices of municipal and regional solid waste and wastewater planning; and related enforcement skills; working knowledge of statistics and of the basic principles of research and data analysis; knowledge of the elementary principles of engineering, architecture, and the physical and social sciences as they relate to planning. Excellent verbal and written communication skills,

Ability to organize and conduct research studies and investigations; ability to prepare effective oral, written and graphic reports; ability to establish and maintain effective working relationships with other employees, local officials and the public; possess computer skills including a working knowledge of all associated applications including word processing, spreadsheet, presentations, database and geographic information systems.



Title:	Senior Planner
Reports To:	Director of Planning & Technical Services
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 Director of Planning and Technical Services or other assigned supervisor, and with considerable latitude for independent action, an employee in this classification leads District-wide policy and planning efforts in areas including, but not limited to wastewater utilities, water quality, solid waste management and implementing and administering their various elements. This position provides leadership and expertise to various District planning functions including technical assistance and plan reviews, project management, engaging with community stakeholders and developing resources to assist District leadership and local and regional decisionmakers.

JOB FUNCTIONS

- Provides day-to-day leadership to the Planning Department and a high level of technical assistance and expertise to various planning functions within the WLSSD
- Coordinates Planning Department work activities, projects and programs; reviews and evaluates work products, methods and procedures; instructs staff in work procedures
- Provides regular updates to Director of Planning and Technical Services or other assigned supervisor
- Serves as a subject matter expert to the Planning Department and other District work areas
- Provides leadership in the technical phases of local and District-wide planning on a professional level including the identification of planning needs, problem solving, identifying research needs and conducting research
- Leads and facilitates regular updates of technical and policy components of the District’s wastewater comprehensive plan and solid waste management plan
- Prepares written reports, memos, maps and other documents necessary to support the development and implementation of District planning programs and to inform decision making processes by the District Board, local officials, advisory committees and agencies or stakeholder groups
- Analyzes area population and employment trends, future developments and wastewater flow projections and coordinates with local jurisdictions on public utility elements of community comprehensive plan updates and amendments
- Coordinates issuing sanitary sewer extension permits including facilitating staff review of applications for compliance with District plans and regulations, communicating with applicants and the MPCA, preparing Board review materials and permit issuance and tracking

Senior Planner

- Meets with developers, engineers, architects, contractors and others regarding development plans; interprets and explains District regulations and requirements to ensure efficient processes and procedures related to sewer extensions, sewer service availability and service connections
- Administers and enforces District solid waste and wastewater ordinances; facilitates updates as needed and responds to complaints, violations and other issues related to ordinance compliance
- Oversees District issued facility permits including reviewing applications and issuing permits, facilitating public hearings and Board reviews and performing inspections to determine compliance with permit and ordinance requirements
- Participates in and provides staff support to regional solid waste stakeholder and technical advisory groups to further collaboration on regional solid waste management and wastewater planning initiatives
- Maintains District legal documents including, but not limited to property ownership, access permits, right-of-way, easements, resolutions and other related items
- Facilitates the District community planning grant program including working with local jurisdictions on developing project scopes, reviewing and approving applications, evaluating project deliverables and tracking grant program finances
- Administers the District's Geographic Information System (GIS) program including database management, licensing and map creation in support of District wastewater and solid waste initiatives, providing support and administration to internal system users and coordinating with other local agencies
- Provides technical support to the Environmental Services team in the areas including, but not limited to monthly flow and load review, documentation of customer metering and billing parameters, monthly rainfall reporting and temporary flow metering data analysis
- Identifies potential grant opportunities, researches funding sources and coordinates with other District work areas to develop comprehensive grant proposals and manage the grant application process
- 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 in Planning, Urban Studies, Business Administration, Public Administration or related field and four years of responsible planning experience
- An equivalent combination of education and experience may be considered

Licenses and Certifications

Senior Planner

- Possess a valid driver's license
- American Institute of Certified Planning (AICP) certificate preferred

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Advanced knowledge of the accepted principles and practices of municipal and regional solid waste and wastewater planning
- Advanced knowledge in designing and implementing long range plans and studies concerning areas such as natural resources, utilities, public services and facilities, and strategic planning
- Knowledge of the elementary principles of engineering, architecture and the physical and social sciences as they relate to planning
- Knowledge of the principles and practices of cartography and population and employment forecasting
- Knowledge of public engagement programs with a focus on reaching diverse communities, such as interviews and focus groups, questionnaires, public events and advisory committee meetings
- Knowledge of the application and use of geographic information systems including creation and maintenance of maps, database management and maintenance, data analysis and processing and licensing
- Working knowledge of statistics and of the basic principles, methodology and practices of research and data collection and analysis
- Excellent interpersonal skills for facilitating public participation activities and fostering relationships with elected/appointed officials, coworkers and the general public
- Skilled in conducting audits or field inspections to determine environmental compliance and related enforcement activities
- Excellent time management skills and ability to multi-task and work on several projects or issues simultaneously
- Computer skills including a working knowledge of all associated programs and applications including word processing, spreadsheet, presentations and databases
- Creative problem-solving skills to gather relevant information to solve less well-defined planning problems
- Ability to organize and conduct research studies and investigations and prepare clear, concise, and complete technical documents, reports, correspondence and other written materials
- Ability to communicate effectively in oral and written forms, to interpret planning projects, reports and ordinances to officials and the general public, and to make public presentations
- Ability to establish and maintain effective working relationships with internal and external stakeholders
- Ability to function efficiently with limited direction, to establish and maintain effective working relationships with local officials, agencies and other District employees and to meet and successfully serve the public on a continuing basis

Senior Planner

- Ability to provide guidance to the planning department, interns and project team members as needed

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 and slippery terrain and outdoor areas in all weather conditions
- Capable of walking, reaching, bending and the ability to sit, stand, kneel, stoop and crouch for extended periods
- 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
- 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: March 19th, 2025
Subject: Approval of the Intern job description and pay grade

Attached to this memo you will find a new Intern job description. This job description is part of a larger District goal of developing and implementing an internship program. The job description is not department specific, but encompasses the high level, generalized job duties an intern would be responsible for. The next phase of the internship project development will be determining a department to host an intern and development of a training plan. This job description also allows us to compensate students studying wastewater treatment for their required 2-week OTJ experience, which further allows us to be more competitive with recruitment in this increasingly difficult employment market.

A market study was conducted to develop a competitive pay rate of \$19.00/hour.

Recommendation

The Personnel Committee recommends that the Board approve the proposed Intern job description with a pay rate of \$19.00 / hour.



Title:	Intern
Reports To:	Department Manager
FLSA Status:	Non-Exempt
FTE, Shift & Hours:	Variable, up to 40 hours / week
Pay Grade:	\$19.00 / hour

DEFINITION

Under the direction of an assigned supervisor or mentor, the Intern is responsible for completing assigned work in their area(s) of responsibility. WLS&S&D's internship program focuses on providing on-the-job training and mentoring, along with participation in projects that have direct impact on District value, as well as professional development opportunities. Interns will also be involved in District safety initiatives and will develop competencies that are critical in the professional workforce.

JOB FUNCTIONS

- Performs a variety of professional and/or technical work including, but not limited to participating in team projects, participating in field work and sample collection, collecting and processing data, communicating with stakeholders through a variety of media, preparing reports for their supervisor and engaging in the District safety program
- 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

- Must be currently enrolled in a post-secondary education program or be a recent graduate (within 12 months) from a post-secondary education program
- Must be in good academic standing
- Must be able to work scheduled duration of internship

Licenses and Certifications

- Possess a valid driver's license

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of basic principles and practices in field of study
- Knowledge of applicable safety principles and practices
- Time management skills
- Ability to use a variety of computer software
- Ability to follow directions

Revision: 3/10/2025
Department: Human Resources

- Ability to work independently with little oversight
- Ability to work well in a team environment
- Ability to communicate effectively in oral and written format
- Ability to establish and maintain effective work 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 and slippery terrain and outdoor areas in all weather conditions
- Capable of walking, reaching, bending and the ability to sit, stand, kneel, stoop and crouch for extended periods
- Ability to lift and carry supplies and equipment up to 20 pounds, and occasionally carry up to 40 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
- 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

Employee's Signature Date

Human Resources Signature Date

Revision: 3/10/2025
Department: Human Resources

**WESTERN LAKE SUPERIOR SANITARY
DISTRICT**

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



MEMORANDUM

To: WLSSD Board

From: WLSSD Personnel Committee

Date: March 19, 2025

Subject: Approval of Resolution 25-04 Appointing an Executive Director

With the pending retirement of Marianne Bohren effective April 30, 2025, the Personnel Committee recommends the WLSSD Board approve Resolution 25-04 appointing Caroline F. Clement to the position of Executive Director effective May 1, 2025.

WESTERN LAKE SUPERIOR SANITARY DISTRICT

FINANCIAL STATEMENT

February 2025

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**Western Lake Superior Sanitary District
Wastewater
Schedule of Revenue & Expense (Allocation)
For Period Ending February 28, 2025**

Acct	Description	Annual Budget 2025	Month Budget	Month Actual	Variance	Act/Bud	YTD Budget 2025	YTD Actual	Variance	Act/Bud
	Capacity Availability Fee	500,000	6,664	19,026	12,362	285%	6,632	18,950	12,318	286%
	Wastewater Municipality Revenue	13,393,426	1,116,120	1,116,120	0	100%	2,232,240	2,232,240	0	100%
	Hauled Waste	458,000	26,073	34,676	8,603	133%	31,149	36,050	4,901	116%
	Wastewater Industrial Revenue	16,875,635	1,329,763	1,287,615	(42,148)	97%	2,754,604	2,717,577	(37,027)	99%
	District Wide Allocation	378,000	0	0	0	0%	0	0	0	0%
	Miscellaneous	32,250	2,013	36	(1,977)	2%	2,689	61	(2,628)	2%
33700	Investment Earnings	409,000	31,130	39,081	7,951	126%	62,430	85,004	22,574	136%
	Revenue	32,046,311	2,511,763	2,496,554	(15,209)	99%	5,089,744	5,089,882	138	100%
	Salaries, Wages and Compensation	7,575,846	582,654	585,771	(3,117)	101%	1,238,906	1,232,622	6,284	99%
	Overtime	434,062	35,686	41,813	(6,127)	117%	72,775	84,210	(11,435)	116%
	Benefits	3,475,433	265,972	257,111	8,861	97%	755,723	732,134	23,589	97%
	Payroll and Benefits	11,485,341	884,312	884,694	(382)	100%	2,067,405	2,048,966	18,438	99%
	Electricity	2,481,949	196,363	220,894	(24,531)	112%	404,775	523,558	(118,784)	129%
	Other Utilities and Fuels	604,232	49,914	58,298	(8,384)	117%	101,050	113,116	(12,066)	112%
	Fuel Oil	3,420	285	0	285	0%	570	0	570	0%
	Natural Gas	322,478	51,853	65,704	(13,851)	127%	103,706	117,415	(13,709)	113%
	Utilities and Fuel	3,412,079	298,415	344,896	(46,481)	116%	610,101	754,088	(143,988)	124%
	Repair and Maintenance	857,434	64,374	71,862	(7,489)	112%	134,339	125,431	8,908	93%
	Insurance	170,940	14,245	16,408	(2,163)	115%	28,490	32,817	(4,327)	115%
	Solid Waste & Grit Disposals	16,935	677	500	177	74%	1,354	836	518	62%
	Contract Services	1,660,433	156,909	95,445	61,464	61%	271,352	167,701	103,651	62%
	Supplies	431,321	34,406	36,958	(2,552)	107%	65,392	67,934	(2,542)	104%
	Chemicals	2,598,601	128,292	146,408	(18,116)	114%	272,177	300,098	(27,921)	110%
	Other Expense	925,778	104,103	83,120	20,982	80%	194,493	152,619	41,875	78%
	Other Direct Expenses	6,661,442	503,005	450,702	52,303	90%	967,598	847,435	120,162	88%
	Non-Payroll Expenses	10,073,520	801,420	795,597	5,823	99%	1,577,698	1,601,524	(23,825)	102%
	O & M Expenses	21,558,862	1,685,732	1,680,292	5,440	100%	3,645,103	3,650,490	(5,387)	100%
	Capital Projects	4,000,000	333,333	333,333	0	100%	666,666	666,666	0	100%
	Investment Earnings Construction	(300,000)	(24,071)	(33,332)	9,261	138%	(48,155)	(67,845)	19,690	141%
	Investment Earnings - Debt Service	(750,000)	(57,004)	(88,458)	31,454	155%	(111,476)	(180,384)	68,908	162%
	Debt Service	9,488,246	790,687	790,687	0	100%	1,581,374	1,581,374	0	100%
	Total Expenses	33,997,108	2,728,677	2,682,522	46,156	98%	5,733,512	5,650,301	83,211	99%
	Net Surplus	(1,950,797)	(216,914)	(185,968)	(30,946)	86%	(643,768)	(560,419)	(83,349)	87%

2025 FLOW (MGD)

	BUDGET	AVG THROUGH	
	2025	2/28/2025	VARIANCE
DULUTH	13.000	9.068	(3.932)
CLOQUET	1.000	0.816	(0.185)
HERMANTOWN	0.650	0.595	(0.055)
PROCTOR	0.400	0.237	(0.163)
ESKO	0.2062	0.120	(0.087)
(Includes Helb/Lars)			
SCANLON	0.169	0.347	0.178
CARLTON	0.160	0.102	(0.058)
THOMSON	0.009	0.006	(0.003)
(City only)			
TWIN LAKES	0.040	0.032	(0.008)
RICE LAKE	0.060	0.045	(0.015)
OLIVER	0.020	0.017	(0.003)
PIKE LAKE	0.100	0.070	(0.030)
KNIFE RIVER	0.024	0.012	(0.012)
MPCA LANDFILL	0.003	0.001	(0.002)
WRENSHALL	0.030	0.029	(0.002)
JAY COOKE	0.002	0.0007	(0.001)
BUFFALO/MIDWAY	0.0050	0.004	(0.0012)
DULUTH/NORTH SHO	0.057	0.045	(0.013)
MUNICIPAL SUBTOT	15.935	11.544	(4.391)
SAPPI	17.019	17.126	0.107
USG	0.550	0.490	(0.060)
SOFIDEL AMERICA	1.500	1.599	0.099
SPECIALTY MINERALS	0.195	0.206	0.011
INDUSTRIAL SUBTOT	19.264	19.421	0.157
TOTAL FLOW	35.199	30.965	(4.234)

2025 BOD (LBS/DAY)

	BUDGET	AVG THROUGH	
	2025	2/28/2025	VARIANCE
DULUTH	13,200	12,079	(1,121)
CLOQUET	1,493	1,217	(276)
HERMANTOWN	1,150	994	(156)
PROCTOR	475	363	(112)
ESKO	269	269	0
(Includes Helb/Lars)			
SCANLON	282	579	297
CARLTON	171	171	0
THOMSON	15	10	(5)
(City only)			
TWIN LAKES	153	132	(21)
RICE LAKE	100	76	(24)
OLIVER	33	28	(5)
PIKE LAKE	167	117	(50)
KNIFE RIVER	40	19	(21)
MPCA LANDFILL	5	2	(3)
WRENSHALL	50	47	(3)
JAY COOKE	3	1	(2)
BUFFALO/MIDWAY	13	8	(5)
DULUTH/NORTH SHO	95	74	(21)
MUNICIPAL SUBTOT	17,715	16,186	(1,529)
SAPPI	40,000	36,158	(3,842)
USG	2,000	2,015	15
SOFIDEL AMERICA	325	338	13
SPECIALTY MINERALS	5	6	1
INDUSTRIAL SUBTOT	42,330	38,517	(3,813)
TOTAL BOD	60,045	54,703	(5,342)

2025 SUSPENDED SOLIDS (LBS/DAY)

	BUDGET	AVG THROUGH	
	2025	2/28/2025	VARIANCE
DULUTH	17,000	16,646	(354)
CLOQUET	2,000	1,789	(211)
HERMANTOWN	1,100	1,074	(26)
PROCTOR	550	536	(14)
ESKO	322	322	0
(Includes Helb/Lars)			
SCANLON	282	579	297
CARLTON	206	206	0
THOMSON	13	10	(3)
(City only)			
TWIN LAKES	133	118	(15)
RICE LAKE	100	76	(24)
OLIVER	33	28	(5)
PIKE LAKE	167	117	(50)
KNIFE RIVER	37	19	(18)
MPCA LANDFILL	5	2	(3)
WRENSHALL	50	47	(3)
JAY COOKE	3	1	(2)
BUFFALO/MIDWAY	8	6	(2)
DULUTH/NORTH SHO	95	74	(21)
MUNICIPAL SUBTOT	22,104	21,650	(454)
SAPPI	20,035	22,045	2,010
USG	3,000	1,841	(1,159)
SOFIDEL AMERICA	300	367	67
SPECIALTY MINERALS	500	130	(370)
INDUSTRIAL SUBTOT	23,835	24,383	548
TOTAL DISTRICT	45,939	46,033	94

**Western Lake Superior Sanitary District
Solid Waste
Schedule of Revenue & Expense (Allocation)
For Period Ending February 28, 2025**

Acct	Description	Annual Budget 2025	Month Budget	Month Actual	Variance	Act/Bud	YTD Budget 2025	YTD Actual	Variance	Act/Bud
	Miscellaneous	0	0	36	36	0%	0	35	35	0%
	Solid Waste Tipping Fees	6,882,100	435,656	436,030	374	100%	926,022	927,892	1,870	100%
	Solid Waste MRC Demo	762,900	26,375	23,596	(2,779)	89%	53,123	55,727	2,604	105%
	Solid Waste Service Fees	3,174,000	244,704	259,882	15,178	106%	510,847	502,867	(7,980)	98%
	HHW Revenue	426,000	3,116	1,389	(1,727)	45%	4,421	2,271	(2,150)	51%
	Recycling Revenue	1,100	17	321	304	1889%	47	1,038	991	2208%
	Yard Waste Revenue	162,550	0	0	0	0%	0	0	0	0%
	Property Taxes	1,327,664	110,639	110,639	0	100%	221,278	222,849	1,571	101%
	SW Operating Grants	466,000	0	0	0	0%	0	0	0	0%
33700	Investment Earnings	50,000	4,167	6,897	2,730	166%	8,334	15,001	6,667	180%
	Revenue	13,252,314	824,674	838,789	14,115	102%	1,724,072	1,727,680	3,608	100%
	Salaries, Wages and Compensation	2,556,973	196,455	181,017	15,438	92%	417,318	378,551	38,767	91%
	Overtime	65,738	2,354	3,830	(1,476)	163%	4,380	8,180	(3,800)	187%
	Benefits	1,195,925	91,236	80,817	10,419	89%	259,424	232,687	26,737	90%
	Payroll and Benefits	3,818,636	290,045	265,664	24,381	92%	681,121	619,417	61,704	91%
	Electricity	59,231	5,847	4,697	1,150	80%	12,008	10,391	1,617	87%
	Other Utilities and Fuels	59,918	4,363	2,723	1,640	62%	9,385	9,546	(161)	102%
	Natural Gas	11,500	2,100	1,602	498	76%	4,300	3,043	1,257	71%
	Utilities and Fuel	130,649	12,310	9,022	3,288	73%	25,693	22,980	2,714	89%
	Repair and Maintenance	48,566	4,626	5,600	(974)	121%	9,659	9,673	(14)	100%
	Insurance	93,960	7,830	9,019	(1,189)	115%	15,660	18,038	(2,378)	115%
	Solid Waste & Grit Disposals	7,125,731	436,738	433,253	3,485	99%	934,450	929,684	4,766	99%
	Contract Services	1,260,751	74,635	34,809	39,826	47%	135,244	129,907	5,336	96%
	Supplies	120,399	4,816	11,055	(6,239)	230%	8,831	22,308	(13,477)	253%
	Other Expense	816,339	51,172	37,490	13,682	73%	113,151	64,645	48,506	57%
	Other Direct Expenses	9,465,746	579,816	531,224	48,592	92%	1,216,995	1,174,256	42,739	96%
	Non-Payroll Expenses	9,596,396	592,126	540,246	51,880	91%	1,242,688	1,197,236	45,452	96%
	O & M Expenses	13,415,031	882,171	805,910	76,261	91%	1,923,809	1,816,653	107,156	94%
	Capital Projects	127,500	10,625	10,625	0	100%	21,250	21,250	0	100%
	Investment Earnings Construction	(27,500)	(2,292)	(5,708)	3,416	249%	(4,584)	(11,763)	7,179	257%
	Transfer Stat Capital	93,586	6,002	5,324	678	89%	12,795	10,486	2,309	82%
	Total Expenses	13,608,617	896,506	816,152	80,354	91%	1,953,270	1,836,626	116,644	94%
	Net Surplus	(356,303)	(71,832)	22,638	(94,470)	-32%	(229,198)	(108,946)	(120,253)	48%

**Western Lake Superior Sanitary District
Total District
Schedule of Revenue & Expense (Allocation)
For Period Ending February 28, 2025**

Acct	Description	Annual Budget 2025	Month Budget	Month Actual	Variance	Act/Bud	YTD Budget 2025	YTD Actual	Variance	Act/Bud
	Capacity Availability Fee	500,000	6,664	19,026	12,362	285%	6,632	18,950	12,318	286%
	Wastewater Municipality Revenue	13,393,426	1,116,120	1,116,120	0	100%	2,232,240	2,232,240	0	100%
	Hauled Waste	458,000	26,073	34,676	8,603	133%	31,149	36,050	4,901	116%
	Wastewater Industrial Revenue	16,875,635	1,329,763	1,287,615	(42,148)	97%	2,754,604	2,717,577	(37,027)	99%
	District Wide Allocation	378,000	0	0	0	0%	0	0	0	0%
	Miscellaneous	32,250	2,013	72	(1,941)	4%	2,689	96	(2,593)	4%
	Solid Waste Tipping Fees	6,882,100	435,656	436,030	374	100%	926,022	927,892	1,870	100%
	Solid Waste MRC Demo	762,900	26,375	23,596	(2,779)	89%	53,123	55,727	2,604	105%
	Solid Waste Service Fees	3,174,000	244,704	259,882	15,178	106%	510,847	502,867	(7,980)	98%
	HHW Revenue	426,000	3,116	1,389	(1,727)	45%	4,421	2,271	(2,150)	51%
	Recycling Revenue	1,100	17	321	304	1889%	47	1,038	991	2208%
	Yard Waste Revenue	162,550	0	0	0	0%	0	0	0	0%
	Property Taxes	1,327,664	110,639	110,639	0	100%	221,278	222,849	1,571	101%
	SW Operating Grants	466,000	0	0	0	0%	0	0	0	0%
33700	Investment Earnings	459,000	35,297	45,978	10,681	130%	70,764	100,005	29,241	141%
	Revenue	45,298,625	3,336,437	3,335,343	(1,094)	100%	6,813,816	6,817,562	3,746	100%
	Salaries, Wages and Compensation	10,132,819	779,109	766,788	12,321	98%	1,656,224	1,611,173	45,051	97%
	Overtime	499,800	38,040	45,643	(7,603)	120%	77,155	92,390	(15,235)	120%
	Benefits	4,671,358	357,208	337,927	19,281	95%	1,015,147	964,821	50,326	95%
	Payroll and Benefits	15,303,977	1,174,357	1,150,359	23,998	98%	2,748,526	2,668,383	80,143	97%
	Electricity	2,541,180	202,210	225,591	(23,381)	112%	416,783	533,950	(117,167)	128%
	Other Utilities and Fuels	664,150	54,277	61,022	(6,745)	112%	110,435	122,661	(12,226)	111%
	Fuel Oil	3,420	285	0	285	0%	570	0	570	0%
	Natural Gas	333,978	53,953	67,305	(13,352)	125%	108,006	120,457	(12,451)	112%
	Utilities and Fuel	3,542,728	310,725	353,918	(43,193)	114%	635,794	777,068	(141,274)	122%
	Repair and Maintenance	906,000	68,999	77,462	(8,463)	112%	143,998	135,104	8,894	94%
	Insurance	264,900	22,075	25,427	(3,352)	115%	44,150	50,855	(6,705)	115%
	Solid Waste & Grit Disposals	7,142,666	437,415	433,753	3,662	99%	935,804	930,520	5,284	99%
	Contract Services	2,921,184	231,543	130,253	101,290	56%	406,596	297,609	108,987	73%
	Supplies	551,720	39,222	48,012	(8,790)	122%	74,223	90,242	(16,019)	122%
	Chemicals	2,598,601	128,292	146,408	(18,116)	114%	272,177	300,098	(27,921)	110%
	Other Expense	1,742,117	155,275	120,610	34,665	78%	307,644	217,264	90,380	71%
	Other Direct Expenses	16,127,188	1,082,821	981,926	100,895	91%	2,184,592	2,021,691	162,901	93%
	Non-Payroll Expenses	19,669,916	1,393,546	1,335,844	57,702	96%	2,820,386	2,798,759	21,627	99%
	O & M Expenses	34,973,893	2,567,903	2,486,202	81,701	97%	5,568,912	5,467,143	101,769	98%
	Capital Projects	4,127,500	343,958	343,958	0	100%	687,916	687,916	0	100%
	Investment Earnings Construction	(327,500)	(26,363)	(39,040)	12,677	148%	(52,739)	(79,608)	26,869	151%
	Investment Earnings - Debt Service	(750,000)	(57,004)	(88,458)	31,454	155%	(111,476)	(180,384)	68,908	162%
	Transfer Stat Capital	93,586	6,002	5,324	678	89%	12,795	10,486	2,309	82%
	Debt Service	9,488,246	790,687	790,687	0	100%	1,581,374	1,581,374	0	100%
	Total Expenses	47,605,725	3,625,183	3,498,673	126,510	97%	7,686,782	7,486,927	199,855	97%
	Net Surplus	(2,307,100)	(288,746)	(163,330)	(125,416)	57%	(872,966)	(669,364)	(203,602)	77%

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

Acct	Description	Annual Budget 2024	Month Budget	Month Actual	Variance	Act/Bud	YTD Budget 2024	YTD Actual	Variance	Act/Bud
33000	WWT Charge-Duluth	9,997,232	833,099	1,017,338	184,239	122%	9,997,232	10,181,471	184,239	102%
33020	WWT Charge-Cloquet	1,031,173	85,932	(80,101)	(166,033)	-93%	1,031,173	865,140	(166,033)	84%
33040	WWT Charge-Proctor	352,912	29,413	8,431	(20,982)	29%	352,912	331,930	(20,982)	94%
33060	WWT Charge-Hermantown	622,078	51,838	11,467	(40,371)	22%	622,078	581,707	(40,371)	94%
33080	WWT Charge-Scanlon	147,966	12,325	24,487	12,162	199%	147,966	160,128	12,162	108%
33100	WWT Charge-Thomson Twn	174,696	14,558	9,201	(5,357)	63%	174,696	169,339	(5,357)	97%
33120	WWT Charge-Carlton	125,852	10,484	22,942	12,458	219%	125,852	138,310	12,458	110%
33140	WWT Charge-Wrenshall	27,730	2,309	5,430	3,121	235%	27,730	30,851	3,121	111%
33150	WWT Charge-Twin Lakes	68,920	5,747	(1,693)	(7,440)	-29%	68,920	61,480	(7,440)	89%
33160	WWT Charge-Thomson City	9,170	766	1,754	988	229%	9,170	10,158	988	111%
33170	WWT Charge-Oliver	19,495	1,620	(1,570)	(3,190)	-97%	19,495	16,305	(3,190)	84%
33180	WWT Charge-Jay Cooke	2,462	207	903	696	436%	2,462	3,158	696	128%
33190	WWT Charge-Pike Lake	87,570	7,292	(5,017)	(12,309)	-69%	87,570	75,261	(12,309)	86%
33210	WWT Charge-North Shore	50,862	4,233	12,647	8,414	299%	50,862	59,276	8,414	117%
33213	WWT Charge-MPCA Landfill	9,209	772	(279)	(1,051)	-36%	9,209	8,158	(1,051)	89%
33214	WWT Charge-Midway	4,676	386	1,427	1,041	370%	4,676	5,717	1,041	122%
33215	WWT Charge-Knife River	21,331	1,773	84	(1,689)	5%	21,331	19,642	(1,689)	92%
33220	WWT Charge-Rice Lake	57,635	4,802	(1,439)	(6,241)	-30%	57,635	51,394	(6,241)	89%
Wastewater Municipality Revenue		12,810,969	1,067,556	1,026,012	(41,544)	96%	12,810,969	12,769,425	(41,544)	100%
33450	WWT Charge-Sofidel America	2,215,099	194,392	109,349	(85,043)	56%	2,215,099	1,429,769	(785,330)	65%
33360	WWT Charge-Sappi	13,189,080	1,087,239	1,160,140	72,901	107%	13,189,080	14,416,761	1,227,681	109%
33380	WWT Charge-USG	915,114	75,439	46,921	(28,518)	62%	915,114	726,242	(188,872)	79%
33420	WWT Charge-Spec Minerals	179,711	14,828	(2,107)	(16,935)	-14%	179,711	168,340	(11,371)	94%
33440	WWT Charge-ST Paper 1	137,091	0	0	0	0%	137,091	145,497	8,406	106%
Wastewater Industry Revenue		16,636,095	1,371,898	1,314,304	(57,594)	96%	16,636,095	16,886,610	250,515	102%
33510	WWT Charge-Permits	750	2	0	(2)	0%	750	7,950	7,200	1060%
33520	WWT Charge-Hauled Waste	447,000	56,555	66,388	9,833	117%	447,000	549,640	102,640	123%
33530	Capacity Availability Fee	500,000	2,076	76,185	74,109	3670%	500,000	555,510	55,510	111%
33540	Biosolids Revenue	30,000	4,036	1,879	(2,157)	47%	30,000	16,511	(13,489)	55%
Wastewater Misc Revenue		977,750	62,669	144,452	81,783	231%	977,750	1,129,611	151,861	116%
33600	Tipping Fee-District	4,528,086	334,079	351,054	16,975	105%	4,528,086	4,448,420	(79,666)	98%
33605	SW Unacceptable Revenue	0	0	1,450	1,450	0%	0	22,740	22,740	0%
33610	Tipping Fee-Self Haul	3,300	242	38	(204)	16%	3,300	629	(2,671)	19%
33615	SW Unacceptable Ticket Fine Re	0	0	3,000	3,000	0%	0	63,000	63,000	0%
33660	Tipping Fee-Carlton	1,043,597	75,024	65,153	(9,871)	87%	1,043,597	863,365	(180,232)	83%
33665	Tipping Fee-Superior	567,227	54,591	41,636	(12,955)	76%	567,227	474,817	(92,410)	84%
33675	Tipping Fee-Cook Cty	383,304	20,281	13,188	(7,093)	65%	383,304	215,549	(167,755)	56%
33680	Tipping Fee-Lake Cty	580,282	42,382	24,665	(17,717)	58%	580,282	363,687	(216,595)	63%
33685	SW Permits/Licenses	1,000	87	50	(37)	57%	1,000	6,000	5,000	600%
33720	Admin Fee-District	85,829	6,333	6,371	38	101%	85,829	79,938	(5,891)	93%
33721	Admin Fee-Carlton Cty	34,417	2,474	1,883	(591)	76%	34,417	25,843	(8,574)	75%
33722	Admin Fee-Superior	19,339	1,860	1,401	(459)	75%	19,339	15,805	(3,534)	82%
33723	Admin Fee-Cook Cty	13,068	690	626	(64)	91%	13,068	11,584	(1,484)	89%
33724	Admin Fee-Lake Cty	19,784	1,445	978	(467)	68%	19,784	15,882	(3,903)	80%
33725	Capital Fee-District	17,948	1,324	895	(430)	68%	17,948	14,213	(3,735)	79%
33726	Capital Fee-Carlton Cty	30,721	2,525	1,650	(875)	65%	30,721	18,899	(11,822)	62%
33727	Capital Fee-Superior	25,785	2,482	1,867	(615)	75%	25,785	21,074	(4,711)	82%
33728	Capital Fee-Cook Cty	17,424	922	835	(87)	91%	17,424	15,445	(1,979)	89%
33729	Capital Fee-Lake Cty	26,379	1,927	1,304	(623)	68%	26,379	21,175	(5,204)	80%
33730	SW Ordinance Late Charge	1,000	87	8	(79)	9%	1,000	2,529	1,529	253%
Solid Waste Tipping Fees		7,398,490	548,755	518,051	(30,704)	94%	7,398,490	6,700,594	(697,896)	91%
33630	MRC-Demo, Mixed Waste	533,545	22,915	29,054	6,139	127%	533,545	692,076	158,531	130%
Solid Waste MRC Demo		533,545	22,915	29,054	6,139	127%	533,545	692,076	158,531	130%
33690	Serv Fee-District	2,690,000	223,973	227,724	3,751	102%	2,690,000	2,786,640	96,640	104%
33695	Serv Fee-Carlton Out	10,000	0	0	0	0%	10,000	9,464	(536)	95%
33698	Serv Fee-Other	80,000	20,000	18,109	(1,891)	91%	80,000	83,490	3,490	104%
Solid Waste Service Fees		2,780,000	243,973	245,834	1,861	101%	2,780,000	2,879,594	99,594	104%
33801	Property Tax-St Louis Cty	952,438	79,368	81,740	2,372	103%	952,438	955,131	2,693	100%
33802	Property Tax-Carlton Cty	196,325	16,365	16,780	415	103%	196,325	197,296	971	100%
Property Taxes		1,148,763	95,733	98,519	2,786	103%	1,148,763	1,152,427	3,664	100%
33700	Investment Earnings	449,000	40,217	59,939	19,722	149%	449,000	833,485	384,485	186%
33701	Investment Earn-Const	395,000	32,684	39,656	6,972	121%	395,000	606,964	211,964	154%
33702	Investment Earn-Ds	720,000	54,970	94,906	39,936	173%	720,000	1,314,836	594,836	183%
Investment Earnings		1,564,000	127,871	194,502	66,631	152%	1,564,000	2,755,286	1,191,286	176%
33800	District-Wide	368,000	0	0	0	0%	368,000	368,000	0	100%
33831	P-Card Rebate	0	0	9,721	9,721	0%	0	57,072	57,072	0%
33850	Capital Contributions	750	1	243	242	24300%	750	2,368	1,618	316%
33860	Gain On Sale Of Asset	0	0	26,800	26,800	0%	0	84,147	84,147	0%
33950	Miscellaneous	1,500	883	19	(864)	2%	1,500	1,827	327	122%
Other Income		370,250	884	36,782	35,898	4161%	370,250	513,414	143,164	139%
33641	HHW Rev-Batteries	3,000	573	596	23	104%	3,000	1,974	(1,026)	66%
33642	HHW Fees-Vsqg	22,000	1,455	2,613	1,158	180%	22,000	39,143	17,143	178%

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

Acct	Description	Annual Budget 2024	Month Budget	Month Actual	Variance	Act/Bud	YTD Budget 2024	YTD Actual	Variance	Act/Bud
33643	HHW Fees-Paint Care	180,000	90,000	67,167	(22,833)	75%	180,000	231,155	51,155	128%
33648	HHW Rev-Dept Of Ag	13,000	4,809	9,670	4,861	201%	13,000	18,779	5,779	144%
33650	HHW Contract-Regional	150,000	46,408	54,747	8,339	118%	150,000	159,754	9,754	107%
33655	HHW Service Fees	67,500	10,239	9,962	(277)	97%	67,500	31,741	(35,759)	47%
33900	HHW-State Grant	68,038	0	0	0	0%	68,038	65,964	(2,074)	97%
	HHW Revenue	503,538	153,484	144,755	(8,729)	94%	503,538	548,509	44,971	109%
33640	Recycling Revenue	4,000	232	0	(232)	0%	4,000	5,625	1,625	141%
33890	State Grant-Score	350,000	0	0	0	0%	350,000	353,775	3,775	101%
	Recycling Revenue	354,000	232	0	(232)	0%	354,000	359,400	5,400	102%
33637	Yard Waste Revenue	127,170	0	(75)	(75)	0%	127,170	152,705	25,535	120%
	Yard Waste Revenue	127,170	0	(75)	(75)	0%	127,170	152,705	25,535	120%
33944	Finance Charge Revenue	0	0	36	36	0%	0	8,354	8,354	0%
	Miscellaneous	0	0	36	36	0%	0	8,354	8,354	0%
	Total Revenue	45,204,570	3,695,970	3,752,228	56,258	102%	45,204,570	46,548,005	1,343,435	103%

**Western Lake Superior Sanitary District
Total District
Expense Statement
For Period Ending February 28, 2025**

Acct	Description	Annual Budget 2025	Month Budget	Month Actual	Variance	Act/Bud	YTD Budget 2025	YTD Actual	Variance	Act/Bud
44010	Direct Wages	8,323,934	636,676	635,886	790	100%	1,320,498	1,324,042	(3,544)	100%
44020	Sunday Premium	67,485	5,623	0	5,623	0%	11,255	0	11,255	0%
44040	Shift	25,428	1,950	1,956	(6)	100%	4,112	3,702	410	90%
44050	Vacation	760,386	58,332	50,301	8,031	86%	122,912	77,483	45,429	63%
44060	Holiday	486,688	40,558	35,737	4,821	88%	121,665	105,697	15,968	87%
44070	Personal Leave	151,529	11,624	6,854	4,770	59%	24,487	14,465	10,022	59%
44080	Sick	317,369	24,346	36,055	(11,709)	148%	51,295	85,784	(34,489)	167%
	Salaries & Wages	10,132,819	779,109	766,788	12,321	98%	1,656,224	1,611,173	45,051	97%
44090	Overtime	499,800	38,040	45,643	(7,603)	120%	77,155	92,390	(15,235)	120%
	Total Salary	10,632,619	817,149	812,431	4,718	99%	1,733,379	1,703,563	29,816	98%
44200	Employers FICA	693,640	53,210	47,470	5,740	89%	112,118	101,632	10,486	91%
44210	Employers FICA/Medic	154,647	11,861	11,102	759	94%	24,997	23,769	1,228	95%
44220	Employers PERA	797,064	61,144	60,049	1,095	98%	128,846	127,899	947	99%
44240	Group Hospital/Med	2,649,828	197,237	190,674	6,563	97%	677,458	647,204	30,254	96%
44260	Group Dental	123,500	10,293	10,109	184	98%	20,570	20,107	463	98%
44280	Group Life	19,506	1,625	1,489	136	92%	3,256	3,024	232	93%
44300	Long-Term Disability	26,506	2,210	2,102	108	95%	4,406	4,162	244	94%
44340	Workers Compensation	165,000	13,750	10,304	3,446	75%	27,500	20,608	6,892	75%
44350	Unemployment Comp	9,000	0	0	0	0%	0	0	0	0%
44390	Other Benefits	32,667	5,878	4,629	1,249	79%	15,996	16,415	(419)	103%
	Total Benefits	4,671,358	357,208	337,927	19,281	95%	1,015,147	964,821	50,326	95%
	Total Payroll	15,303,977	1,174,357	1,150,359	23,998	98%	2,748,526	2,668,383	80,143	97%
44800	Fuel-Fuel Oil	3,420	285	0	285	0%	570	0	570	0%
44820	Fuel-Natural Gas	330,478	53,353	66,783	(13,430)	125%	106,806	119,328	(12,522)	112%
44830	Fuel-Propane	3,500	600	523	77	87%	1,200	1,130	70	94%
55000	Electricity	2,541,180	202,210	225,591	(23,381)	112%	416,783	533,950	(117,167)	128%
55200	Telephone	49,330	4,114	4,056	58	99%	8,174	7,950	224	97%
55210	Telemeter	170,917	14,772	13,740	1,032	93%	28,944	27,562	1,382	95%
55220	Gasoline	28,275	2,356	2,196	160	93%	4,715	4,819	(104)	102%
55230	Diesel	133,181	12,847	9,398	3,449	73%	26,400	18,101	8,299	69%
55240	Water	235,363	16,467	28,278	(11,811)	172%	34,760	57,453	(22,693)	165%
55241	Storm Water Fee	47,084	3,721	3,352	369	90%	7,442	6,777	665	91%
55520	Repairs-Maintenance	686,000	64,832	77,398	(12,566)	119%	135,664	135,847	(183)	100%
55525	Inventory Adjustments	0	0	57	(57)	0%	0	(753)	753	0%
55530	Inventory Cost Variance	0	0	7	(7)	0%	0	9	(9)	0%
55570	Repairs-Interceptors	50,000	4,167	0	4,167	0%	8,334	0	8,334	0%
55580	Clean-Interceptors	170,000	0	0	0	0%	0	0	0	0%
55701	Solid Waste Disposal	4,646,963	298,047	282,892	15,155	95%	635,359	606,543	28,816	95%
44520	Contract Cleaning	86,094	7,172	7,331	(159)	102%	14,354	13,864	490	97%
55702	Solid Waste Disposal-MRC	252,887	6,000	8,365	(2,365)	139%	14,887	18,439	(3,552)	124%
55703	Tr Sta Operation And Transport	1,990,881	127,691	132,166	(4,475)	104%	272,204	283,557	(11,353)	104%
55704	Solid Waste Hauling-MRC	225,000	5,000	9,829	(4,829)	197%	12,000	21,146	(9,146)	176%
55705	Annual Unacceptable Incentive	8,000	0	0	0	0%	0	0	0	0%
55706	Solid Waste Disposal-Community	2,000	0	0	0	0%	0	0	0	0%
55710	Grit Disposals	16,935	677	500	177	74%	1,354	836	518	62%
55790	Cont Serv-Disp Household Recyc	45,000	3,000	3,205	(205)	107%	6,000	6,783	(783)	113%
55791	Cont Serv-Disp Medical Sharps	4,000	200	200	0	100%	300	400	(100)	133%
55792	Cont Serv-Disp Pharmaceuticals	800	0	0	0	0%	0	0	0	0%
55793	Cont Serv-Disp Oil & Filters	0	0	(15)	15	0%	0	(43)	43	0%
55794	Cont Serv-Disp Organics Overs	1,600	0	0	0	0%	0	0	0	0%
55795	Cont Serv-Disp Organics Reject	400	0	0	0	0%	0	0	0	0%
55800	Cont Serv-Electrical	6,000	0	0	0	0%	0	2,738	(2,738)	0%
55805	Cont Serv-Biofilter	10,000	0	0	0	0%	0	0	0	0%
55806	Cont Serv-Bagging	23,000	0	0	0	0%	0	0	0	0%
55807	Cont Serv-Wood Grinding	31,000	0	0	0	0%	0	0	0	0%
55808	Cont Serv-Snow Plowing	16,500	2,000	2,015	(15)	101%	5,000	3,269	1,731	65%
55812	Cont Serv-Disp Mattresses	115,000	6,000	4,540	1,460	76%	11,000	9,640	1,360	88%
55813	Cont Serv-Disp Electron	47,000	0	0	0	0%	2,000	4,868	(2,868)	243%
55814	Cont Serv-Disp Fluoresce	22,000	2,000	0	2,000	0%	3,000	830	2,171	28%
55815	Cont Serv-Disp Tire	53,000	2,500	2,677	(177)	107%	4,500	6,809	(2,309)	151%
55816	Cont Serv-Disp Local	100,000	2,000	(28,236)	30,236	-1412%	2,000	5,802	(3,802)	290%
55817	Cont Serv-Disp County	90,000	0	18,088	(18,088)	0%	3,000	18,088	(15,088)	603%
55818	Cont Serv-Recy Sheds	92,000	7,558	(1,052)	8,610	-14%	15,116	13,794	1,322	91%
55819	Cont Serv-Disp Paint Care	115,000	3,000	7,834	(4,834)	261%	8,000	7,834	166	98%
55820	Cont Serv-O/M Plant	130,000	10,000	18,975	(8,975)	190%	19,000	21,695	(2,695)	114%
55835	Cont Serv-Generators	355,000	27,083	22,714	4,369	84%	54,166	22,714	31,452	42%
55840	Cont Serv-O/M Mobile	170,000	10,000	9,775	225	98%	22,000	19,070	2,930	87%
55852	Cont Serv-Field Work	15,000	0	0	0	0%	0	0	0	0%
55860	Cont Serv-Other	553,350	18,700	11,330	7,370	61%	46,900	32,178	14,722	69%
55861	Cont Serv-Organics	21,500	0	1,324	(1,324)	0%	0	2,438	(2,438)	0%
55862	Cont Serv-HHW	500	0	0	0	0%	0	0	0	0%
55863	Cont Serv-Recycling	39,900	0	252	(252)	0%	0	565	(565)	0%
55868	Cont Serv-Hardware Maint	27,656	2,304	2,662	(358)	116%	4,609	5,146	(537)	112%
55870	Cont Serv-Dp Maint	687,984	126,818	45,796	81,022	36%	183,235	97,855	85,380	53%
55871	Cont Serv-Mobile Devices	14,500	1,208	839	369	69%	2,416	1,271	1,145	53%
55875	Cont Serv-Serv Fee	46,400	0	0	0	0%	0	0	0	0%
55895	Mnsharp Repair Expense	1,000	0	0	0	0%	0	0	0	0%
66000	Supplies-Building	34,454	2,317	1,713	604	74%	5,764	3,185	2,579	55%
66010	Supplies-Equipment	224,246	15,919	22,528	(6,609)	142%	30,588	33,941	(3,353)	111%
66040	Supplies-Lab	60,000	5,000	6,583	(1,583)	132%	10,000	10,564	(564)	106%
66050	Supplies-Lube	8,000	500	0	500	0%	1,500	2,626	(1,126)	175%

**Western Lake Superior Sanitary District
Total District
Expense Statement
For Period Ending February 28, 2025**

Acct	Description	Annual Budget 2025	Month Budget	Month Actual	Variance	Act/Bud	YTD Budget 2025	YTD Actual	Variance	Act/Bud
66060	Supplies-Maintenance	69,000	6,000	5,719	281	95%	11,500	16,494	(4,994)	143%
66070	Supplies-Office	5,520	458	509	(51)	111%	940	1,606	(666)	171%
66090	Supplies-Other	46,900	5,603	1,765	3,838	32%	7,172	4,860	2,312	68%
66091	Supplies-Other-Organics	10,050	0	2,260	(2,260)	0%	0	2,266	(2,266)	0%
66092	Supplies-Other-HHW	2,300	0	0	0	0%	0	0	0	0%
66093	Supplies-Other-Recycling	11,850	0	1,106	(1,106)	0%	0	1,553	(1,553)	0%
66110	Supplies-Safety	19,650	1,350	1,720	(370)	127%	2,834	2,504	330	88%
66120	Supplies-Site	3,000	250	0	250	0%	500	0	500	0%
66125	Supplies-Software	4,450	225	0	225	0%	225	5,190	(4,965)	2307%
66130	Supplies-Tools	27,300	1,600	2,187	(587)	137%	3,200	3,530	(330)	110%
55510	Invoice Tolerance	0	0	0	0	0%	0	(0)	0	0%
66150	Supplies-Shipping	25,000	0	1,924	(1,924)	0%	0	1,924	(1,924)	0%
66300	Chemicals-General	32,820	530	0	530	0%	8,060	0	8,060	0%
66315	Chemicals-Liquid Oxygen	38,010	3,168	1,539	1,629	49%	6,336	2,991	3,345	47%
66320	Chemicals-Sodium Hypochlorite	942,890	0	4,576	(4,576)	0%	0	10,673	(10,673)	0%
66330	Chemicals-Polymer-Thickening	248,262	20,689	0	20,689	0%	41,378	0	41,378	0%
66335	Chemicals-Polymer-Dewatering	984,719	75,540	97,250	(21,710)	129%	159,174	215,013	(55,839)	135%
66360	Chemicals-Boiler	2,000	2,000	0	2,000	0%	2,000	0	2,000	0%
66370	Chemicals-Defoamant	41,480	3,040	15,494	(12,454)	510%	6,080	15,494	(9,414)	255%
66410	Chemicals-Sodium Bisulfite	4,366	0	0	0	0%	0	0	0	0%
66420	Chemicals-Ferric Chloride	304,054	23,325	27,549	(4,224)	118%	49,149	55,927	(6,778)	114%
66560	Insurance-Property	264,900	22,075	25,427	(3,352)	115%	44,150	50,855	(6,705)	115%
66700	Legal	150,000	12,500	13,225	(725)	106%	25,000	23,697	1,303	95%
66750	Audit	50,000	20,000	1,586	18,415	8%	33,500	2,846	30,655	8%
66900	Safety Program	98,325	8,194	11,414	(3,220)	139%	16,385	13,930	2,455	85%
66905	Training-Materials	500	42	0	42	0%	80	0	80	0%
66910	Training Expenses	118,110	9,558	7,823	1,735	82%	17,245	24,880	(7,635)	144%
66920	Training-Travel	500	42	27	15	64%	80	27	53	34%
66930	Personnel	28,112	2,343	1,184	1,159	51%	4,682	5,189	(507)	111%
66940	License Reimbursement	2,000	125	23	102	18%	250	23	227	9%
66950	Tuition Reimbursement	15,000	1,250	0	1,250	0%	2,500	4,766	(2,266)	191%
77000	Other Spec Serv	78,000	6,500	6,710	(210)	103%	13,000	13,210	(210)	102%
77010	Board Members Comp	20,000	1,667	2,261	(594)	136%	3,330	4,611	(1,281)	138%
77020	Public Information	18,950	2,450	5,463	(3,013)	223%	2,450	6,824	(4,374)	279%
77021	Public Information-Organics	13,000	0	0	0	0%	0	0	0	0%
77022	Public Information-HHW	3,700	1,000	34	966	3%	1,000	68	932	7%
77023	Public Information-Recycling	13,300	0	34	(34)	0%	0	1,664	(1,664)	0%
77200	Easements	22,660	1,888	1,923	(35)	102%	3,776	3,946	(170)	105%
77210	Rent-Equipment	64,700	2,300	2,466	(166)	107%	4,600	2,466	2,134	54%
77220	Motor Vehicle Licensing	1,000	83	0	83	0%	170	0	170	0%
77300	Meeting Expenses	7,500	625	911	(286)	146%	1,250	822	428	66%
77400	Travel	1,250	63	42	21	66%	120	42	78	35%
77640	Lease-Land-Duluth Airport Auth	12,600	1,050	1,025	25	98%	2,100	2,050	50	98%
77800	Laundry	54,986	4,321	5,781	(1,460)	134%	8,746	11,753	(3,007)	134%
77810	Engineering Service	228,624	43,227	37,019	6,208	86%	61,454	48,013	13,441	78%
77820	Lab Services	80,000	3,000	2,610	390	87%	8,000	9,410	(1,410)	118%
88000	Dues	52,300	3,717	4,251	(534)	114%	10,280	13,729	(3,449)	134%
88010	Publications	6,600	917	71	846	8%	1,330	71	1,259	5%
88020	Permits	60,000	0	0	0	0%	3,000	3,562	(562)	119%
88200	Postage	20,000	1,667	2,679	(1,012)	161%	3,330	4,192	(862)	126%
88210	Copying & Printing	45,600	14,717	5,093	9,624	35%	17,926	6,895	11,031	38%
88211	Copying & Printing-Organics	4,500	0	0	0	0%	0	0	0	0%
88212	Copying & Printing-HHW	1,150	0	0	0	0%	0	0	0	0%
88213	Copying & Printing-Recycling	2,000	0	0	0	0%	0	0	0	0%
88500	Bank Service Charges	350	29	140	(111)	483%	60	140	(80)	233%
88600	Grants To Gov Units	253,000	3,000	0	3,000	0%	8,000	0	8,000	0%
88620	Program Development	128,350	9,000	5,288	3,712	59%	49,000	6,227	42,773	13%
88621	Program Development-Organics	30,450	0	1,528	(1,528)	0%	0	1,710	(1,710)	0%
88622	Program Development-HHW	35,000	0	0	0	0%	0	500	(500)	0%
88623	Program Development-Recycling	20,000	0	0	0	0%	5,000	0	5,000	0%
Total Non Payroll Expenses		19,669,916	1,393,546	1,335,844	57,702	96%	2,820,386	2,798,759	21,627	99%
99022	Interest Exp-WWT-DS	1,098,085	91,507	91,507	0	100%	183,014	183,014	0	100%
99200	Deprec-Furniture	11,255	938	938	0	100%	1,876	1,876	0	100%
99210	Deprec-Equipment	114,047	9,504	9,504	0	100%	19,008	19,008	0	100%
99220	Deprec-Computer	109,638	9,136	9,137	(1)	100%	18,272	18,274	(2)	100%
99230	Deprec-Building	89,942	7,495	7,495	0	100%	14,990	14,990	0	100%
99240	Deprec-Improvements	7,771,595	647,633	647,633	0	100%	1,295,266	1,295,266	0	100%
99260	Deprec-Motor Vehicle	22,759	1,897	1,897	0	100%	3,794	3,794	0	100%
99465	Loss On Obsolete Inv	0	0	685	(685)	0%	0	2,920	(2,920)	0%
Total Non Operating Expenses		9,217,321	768,110	768,796	(686)	100%	1,536,220	1,539,142	(2,922)	100%
Total Expenses		44,191,214	3,336,013	3,254,998	81,015	98%	7,105,132	7,006,284	98,848	99%

Western Lake Superior Sanitary District
Balance Sheet
As Of February 28, 2025

Acct	Description	Beginning Balance	Month Change	YTD Change	Ending Balance
10225	Cash-Checking-US Bank (2018)	5,400,707.85	(1,031,572.26)	(3,913,347.49)	1,487,360.36
10370	Cash-Checking-Sect 125 (US Bank)	42,245.16	(7,547.21)	(13,043.51)	29,201.65
10380	Cash-WW Planning Grant Fund	29,707.09	0.00	0.00	29,707.09
10382	Cash-Recycling Site Improvemen	24,500.85	0.00	0.00	24,500.85
10383	Cash-SW Unacceptable Ticket Fi	436,800.00	3,000.00	5,800.00	442,600.00
10385	Cash-Wellness Grant	5,391.88	(58.91)	(58.91)	5,332.97
10390	Cash-Dick Holt Memorial Fund	1,940.27	0.00	0.00	1,940.27
10425	Cash-Western National Bank	1,230,704.02	0.00	0.00	1,230,704.02
10480	Cash-Petty	2,675.00	0.00	0.00	2,675.00
	Cash Sub Total	\$7,174,672.12	\$(1,036,178.38)	\$(3,920,649.91)	\$3,254,022.21
	Restricted Investments For Memorial Fund	0.00	0.00	0.00	0.00
10627	Investments-WIF Capital Replac	7,509,250.00	0.00	0.00	7,509,250.00
10622	Investments-WWT-Bond DS	0.00	0.00	0.00	0.00
10623	Investments-Rate Stabiliz	19,410,989.93	848,619.03	1,735,109.84	21,146,099.77
10624	Investments-WWT-Loan DS	8,135,772.24	(483,745.57)	(483,745.57)	7,652,026.67
10600	Investments-Operations	10,388,948.07	(148,393.25)	1,022,844.98	11,411,793.05
10609	Investments-WWT-2013 Loan Cons	0.00	0.00	0.00	0.00
10611	Investments-SW-Const	1,353,866.13	13,426.52	28,696.49	1,382,562.62
10614	Investments-Tr Sta Res Fd	492,889.09	(2,445.34)	(23,424.03)	469,465.06
10615	Investments-WWT-2006/2016/2017	(1,306,411.96)	(50,690.20)	(315,336.24)	(1,621,748.20)
10616	Investments-WWT-2007/2020/2025	(783,816.40)	4,004.56	385,639.62	(398,176.78)
10618	Investments-WWT-2011/2012/2018	(34,567.54)	(2,425.34)	(7,462.39)	(42,029.93)
10621	Investments-WWT-Const O&M	4,430,505.84	191,003.33	459,541.71	4,890,047.55
10628	Investments-WW-MN Power Energy	492,511.20	0.00	24,118.60	516,629.80
	Investments Sub Total	\$50,089,936.60	\$369,353.74	\$2,825,983.01	\$52,915,919.61
	Due from Other Governments	1,634,882.46	(31,945.07)	62,955.43	1,697,837.89
	Accounts Receivable	2,235,114.49	30,180.17	1,043,635.92	3,278,750.41
	Interest Receivable	418,729.60	55,632.22	44,030.47	462,760.07
	Receivables Sub Total	\$4,288,726.55	\$53,867.32	\$1,150,621.82	\$5,439,348.37
11000	Inventory-Material	2,706,678.52	(21,522.09)	95,900.40	2,802,578.92
11002	Inventory-Inspection Hold	0.00	0.00	0.00	0.00
11005	Inventory-Item Cost Variance S	0.00	0.00	0.00	0.00
11007	Inventory-Inv Not Received	0.00	0.00	0.00	0.00
11010	Inventory-Fuels	37,389.01	(102.37)	734.44	38,123.45
11020	Inventory-Chemicals	390,859.47	35,021.94	(16,678.00)	374,181.47
11040	Inventory-Vending Machine	10,565.18	242.57	787.27	11,352.45
	Inventory Sub Total	\$3,145,492.18	\$13,640.05	\$80,744.11	\$3,226,236.29
11150	Prepaid Insurance	127,137.13	(35,731.44)	(40,550.88)	86,586.25
11160	Prepaid Other	385,981.33	452,425.87	418,494.63	804,475.96
	Prepaid Expenses Sub Total	\$513,118.46	\$416,694.43	\$377,943.75	\$891,062.21
	Land	605,264.83	0.00	0.00	605,264.83
	Easements	207,148.67	0.00	0.00	207,148.67
	Buildings	74,672,544.35	0.00	0.00	74,672,544.35
	Improvements Other Than Buildings	254,603,055.53	0.00	0.00	254,603,055.53
	Machinery And Equipment	28,602,755.66	0.00	0.00	28,602,755.66
	Motor Vehicles	3,597,751.75	0.00	0.00	3,597,751.75
	Right-To-Use Assets	2,681,700.00	0.00	0.00	2,681,700.00
	Accumulated Depreciation	(290,407,903.02)	(676,604.00)	(1,353,208.00)	(291,761,111.02)
	Accumulated Amortization	(490,139.00)	0.00	0.00	(490,139.00)
	CIP	59,769,403.00	(1,604,245.55)	(1,156,383.20)	58,613,019.80
	Capital Assets Sub Total	\$133,841,581.77	\$(2,280,849.55)	\$(2,509,591.20)	\$131,331,990.57
11984	DO-GERF Chgs In Prop & DIF BTW	1,606,417.00	0.00	0.00	1,606,417.00
11980	DO-GERF Dif Exp & Act Economic	21,172.00	0.00	0.00	21,172.00
	Deferred Outflows Sub Total	\$1,627,589.00	\$0.00	\$0.00	\$1,627,589.00
	Total Assets	\$200,681,116.68	\$(2,463,472.39)	\$(1,994,948.42)	\$198,686,168.26

Western Lake Superior Sanitary District
Balance Sheet
As Of February 28, 2025

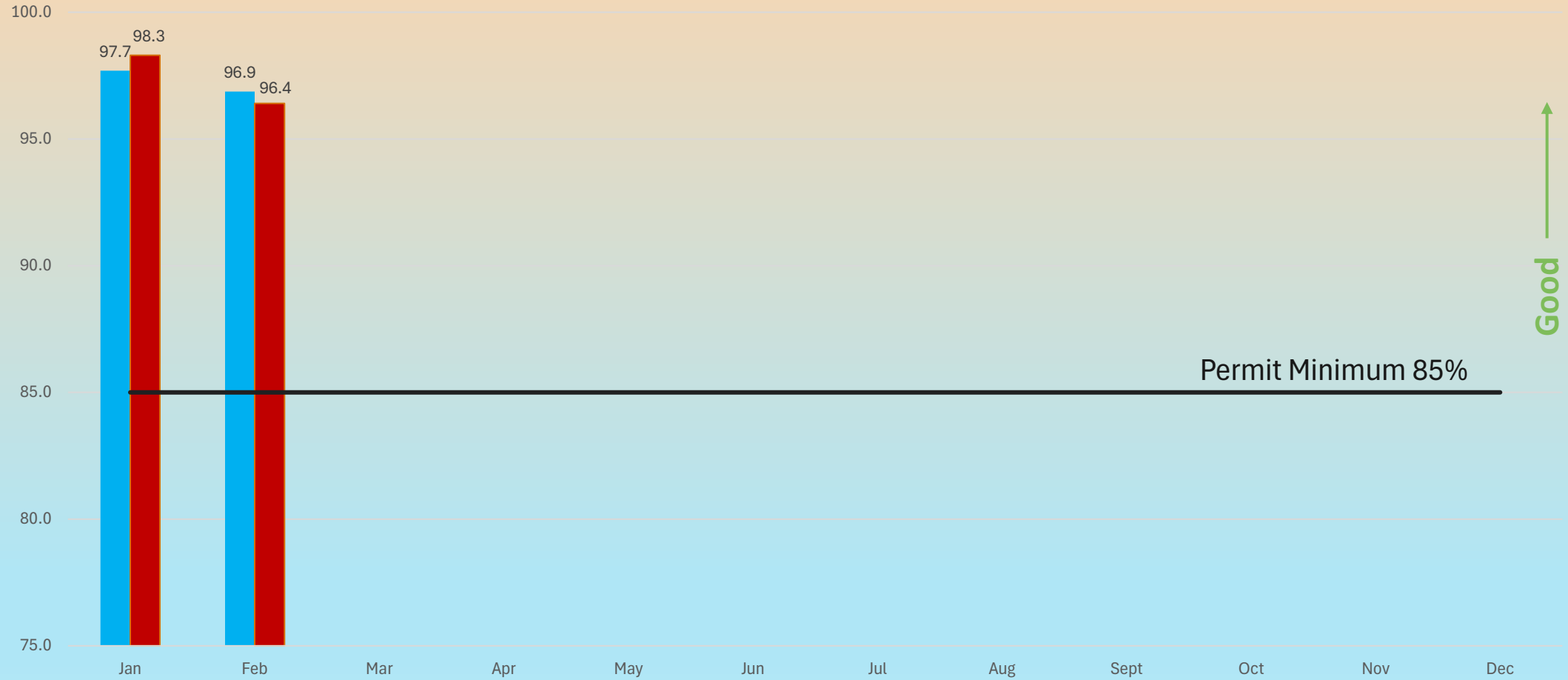
Acct	Description	Beginning Balance	Month Change	YTD Change	Ending Balance
	Accounts Payable	(1,437,793.98)	272,467.76	264,712.88	(1,173,081.10)
	Due to Other Governments	(264,663.00)	22,056.00	44,112.00	(220,551.00)
	Contracts Payable	0.00	0.00	0.00	0.00
	Contracts Payable From Restricted Assets	(1,773,282.23)	1,773,282.23	1,773,282.23	0.00
22030	Paid Offset Clearing	0.00	0.00	0.00	0.00
	Accounts Payable Sub Total	\$(3,475,739.21)	\$2,067,805.99	\$2,082,107.11	\$(1,393,632.10)
	Salaries Or Wages Payable	(492,000.54)	253,030.68	124,411.13	(367,589.41)
	Accrued Payroll Liabilities	(16,694.20)	7,765.75	12,379.94	(4,314.26)
	Retiree/COBRA Benefits Payable	(3,514.60)	(969.36)	828.24	(2,686.36)
	Accrued Vacation Payable	(697,328.59)	0.00	12,900.79	(684,427.80)
	Accrued Wages And Benefits Sub Total	\$(1,209,537.93)	\$259,827.07	\$150,520.10	\$(1,059,017.83)
	Lease & SBITA Liability, Current	(366,568.00)	0.00	0.00	(366,568.00)
	Lease & SBITA Liability, Noncurrent	(1,927,505.00)	0.00	0.00	(1,927,505.00)
	Notes Payable, Current	(7,146,017.89)	0.00	0.00	(7,146,017.89)
	Notes Payable, Noncurrent	(57,291,881.50)	(40,202.16)	(458,761.27)	(57,750,642.77)
	Bonds Payable, Current	0.00	0.00	0.00	0.00
	Bonds Payable, Noncurrent	0.00	0.00	0.00	0.00
	Accrued Interest, Current	(349,369.11)	392,238.57	300,731.57	(48,637.54)
	Debt Service Payable Sub Total	\$(67,081,341.50)	\$352,036.41	\$(158,029.70)	\$(67,239,371.20)
	Unamortized Discounts/Premiums	0.00	0.00	0.00	0.00
	Unamortized Premiums, Discounts, Losses Sub	\$0.00	\$0.00	\$0.00	\$0.00
	Net Other Post Employment Benefits, Noncurrent	(290,337.00)	0.00	0.00	(290,337.00)
	Comp Abs	(420,545.83)	(8,354.56)	3,692.03	(416,853.80)
	Other Noncurrent Liabilities Sub Total	\$(710,882.83)	\$(8,354.56)	\$3,692.03	\$(707,190.80)
22876	PERA Liability - GERS	(6,000,096.00)	0.00	0.00	(6,000,096.00)
	NPL GASB 68 Sub Total	\$(6,000,096.00)	\$0.00	\$0.00	\$(6,000,096.00)
	DI GASB 68 Related	(2,110,463.00)	0.00	0.00	(2,110,463.00)
	Deferred Inflows Of Resources GASB 75	(36,902.00)	0.00	0.00	(36,902.00)
	Deferred Inflows Sub Total	\$(2,147,365.00)	\$0.00	\$0.00	\$(2,147,365.00)
	Net Assets	(120,056,154.21)	(207,842.52)	(83,341.12)	(120,139,495.33)
	Equity Sub Total	\$(120,056,154.21)	\$(207,842.52)	\$(83,341.12)	\$(120,139,495.33)
	Total Liabilities And Equity	\$(200,681,116.68)	\$2,463,472.39	\$1,994,948.42	\$(198,686,168.26)

NPDES

February 2025



% Removal: **BOD** & **Total Suspended Solids (TSS)**

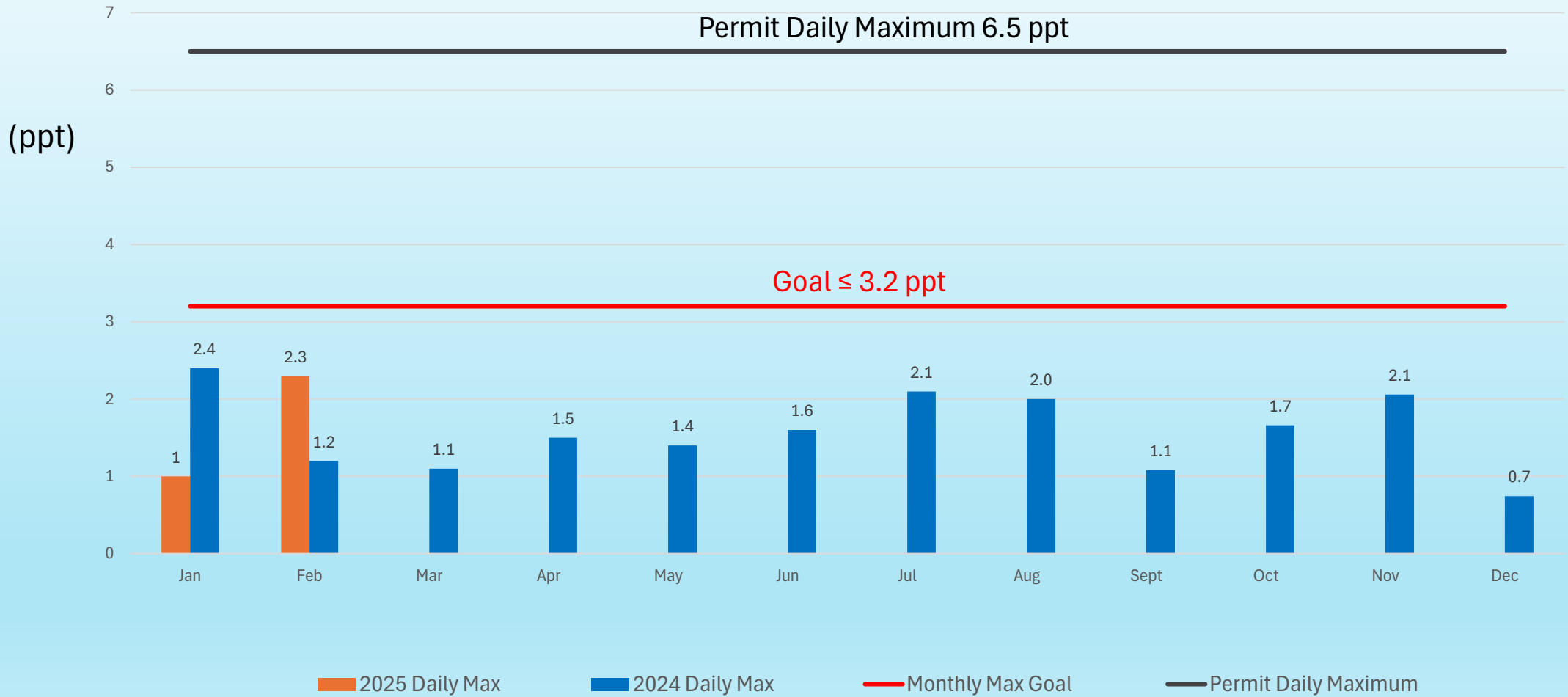


Monthly BOD Avg.

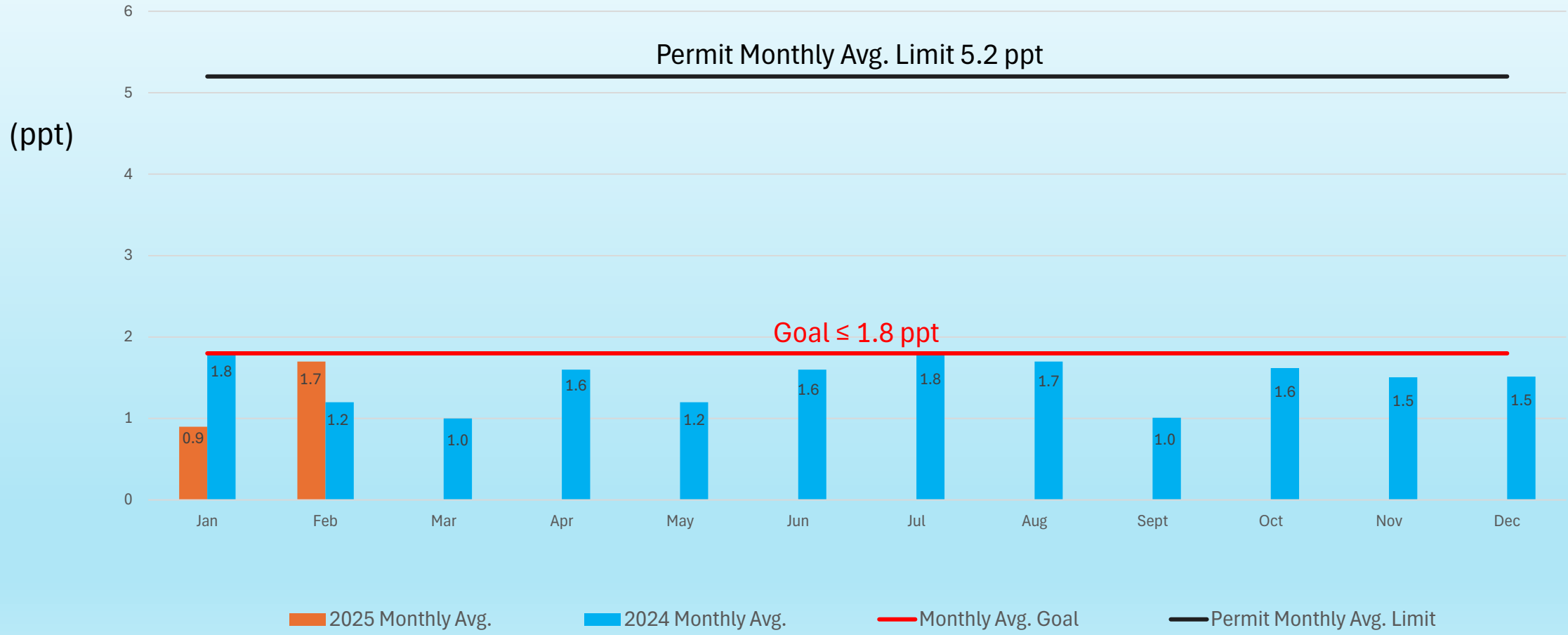
Monthly TSS Avg.

Permit Removal Minimum (%) BOD & TSS

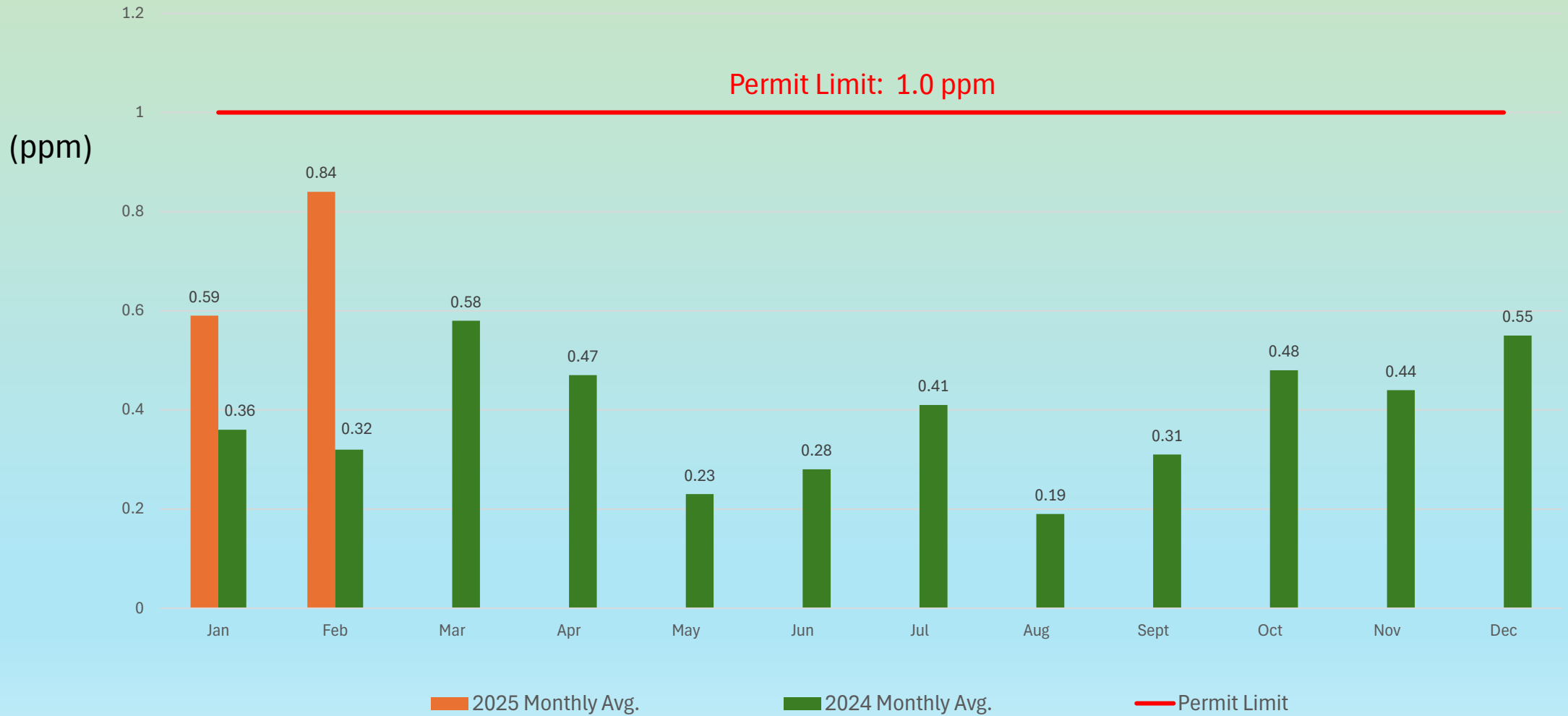
Effluent Concentration: Total Mercury Daily Max



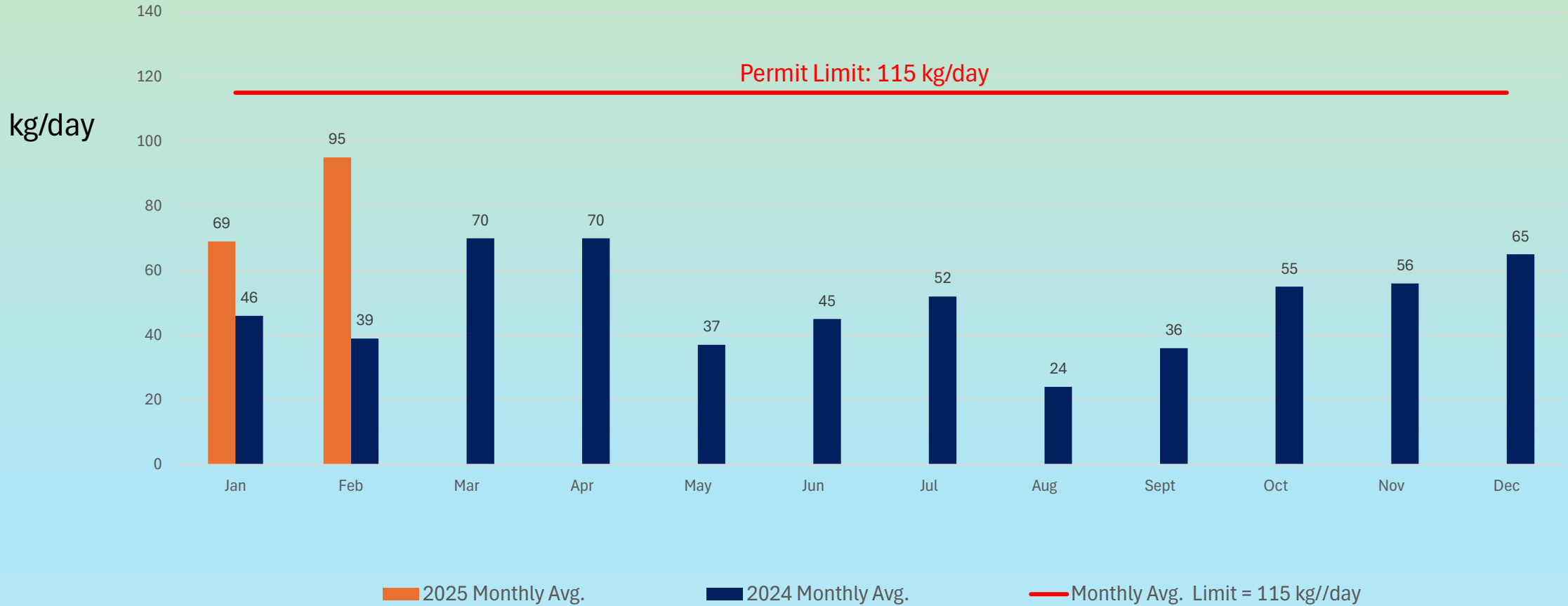
Effluent Concentration: Total Mercury Monthly Avg.



Phosphorus Concentration: Monthly Avg.



Phosphorus Loading: Monthly Avg. kg/day



**2025 Sewage Releases
Reported
to MPCA by WLSSD**

YTD = 0

Month	Release(s)	Location(s)	Volume (gals.) <i>-if available-</i>
January	0	--	--
February	0	--	--
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			