



## MINUTES

### Regular Board Meeting

Monday, March 24, 2025

5:00 PM

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

Board Members Absent: Julene Boe and Loren Lilly

Staff Present: Chuck Kimball, Cathy Remington, Tim Lundell, AJ Axtell, Brandon Kohlts, Carrie Clement, Lauri Amundson, and Marianne Bohren

Legal Present: David Oberstar-Fryberger Law Firm

Vice Chair Schilling called the meeting to order at 5:00 PM.

#### 1. Agenda Review

#### 2. Old Business

#### 3. Approval of Consent Agenda Items

3.1 Regular Board Minutes dated February 24, 2025  
[Regular Board Meeting - Feb 24 2025 - Minutes -.pdf](#)

3.2 Board Member vouchers for February  
[February Vouchers.pdf](#)

3.3 Payment Vouchers dated February 19, through March 18, 2025.  
[Board Register 03-18-2025.pdf](#)

To approve the Consent Agenda Items

*Moved by:* Laura Ness

*Seconded by:* Paul Thomsen

**Motion Passes**

#### 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: !\[\]\(3dfb8d66e81160ad61421a3452093d1b\_img.jpg\) Engineering Tech Comparison.docx !\[\]\(21ece2018b00c7267b3324c50bbed633\_img.jpg\)](#)

The Personnel Committee recommends that the Board approve the proposed Engineering Technician job description to be placed at a grade 15.

*Moved by:* Marcia Podratz

*Seconded by:* David Manderfeld

### Motion Passes

- 4.2 Approval of the Senior Engineering Technician Job Description and Pay Grade

[Approval of the Senior Engineering Technician job description and pay grade !\[\]\(3211b5d1d968fc1665909b34f9f16010\_img.jpg\) Senior Engineering Tech Comparison.docx !\[\]\(d47ad152ec3d86a04ad64c8049e1f17f\_img.jpg\)](#)

The Personnel Committee recommends that the Board approve the proposed Senior Engineering Technician job description to be placed at a grade 17.

*Moved by:* David Manderfeld

*Seconded by:* Jack Ezell

### Motion Passes

- 4.3 Approval of the Planner Job Description and Pay Grade

[Approval of the Planner job description and pay grade !\[\]\(f60b7a900783ac3fd531bfd9c111be6d\_img.jpg\) Planner Comparison.docx !\[\]\(fe5cf1978663f480c504f8fc2019fe62\_img.jpg\)](#)

The Personnel Committee recommends that the Board approve the proposed Planner job description to be placed at a grade 17.

*Moved by:* Paul Thomsen

*Seconded by:* David Manderfeld

### Motion Passes

- 4.4 Approval of the Senior Planner Job Description and Pay Grade  
[Approval of the Senior Planner job description and pay grade](#)  
[Senior Planner Comparison.docx](#)

The Personnel Committee recommends that the Board approve the Senior Planner job description to be placed at a grade 19.

*Moved by:* David Manderfeld

*Seconded by:* Marcia Podratz

**The Motion Passes**

- 4.5 Approval of the Intern Job Description and Pay  
[Approval of the Intern job description and pay](#)  
[Intern job description.docx](#)

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

*Moved by:* David Manderfeld

*Seconded by:* Paul Thomsen

**The Motion Passes**

- 4.6 Approval of Resolution 25-04 Appointing an Executive Director  
[Approval of Resolution 25-04 Appointing an Executive Director](#)

The Personnel Committee recommends that the Board approve Resolution 25-04 appointing Carrie Clement as Executive Director of the Western Lake Superior Sanitary District, effective May 1, 2025

*Moved by:* Jack Ezell

*Seconded by:* Jim Aird

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

Schilling

**Resolution 25-04 passes with 7 ayes and two absent. 7-0**

## **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.

It is recommended that the Board approve a closed meeting be held after the Regular Board meeting on April 28, 2025, for a lawsuit update.

*Moved by:* David Manderfeld

*Seconded by:* Paul Thomsen

**The Motion passes**

### 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

AJ Axtell provided updates on the communications for March and the rollout of the Rebrand project. A grand reopening and press conference will be held on April 16, 2025, at WLSSD to celebrate the combined heat and power project, the rebrand, and the leadership transition.

### 6.2 Monthly Financials

Cathy Remington reviewed the financial report for February.

[Financial Statements for February.pdf](#) 

6.3 NPDES

Tim Lundell reviewed the February NPDES. There were no releases reported.

[2025 February NPDES Board Report.pdf](#) 

Brandon Kohlts presented an overview of the Wrenshall Forcemain release and pipe repair.

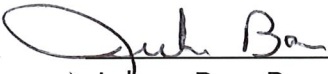
6.4 Executive Director

Carrie Clement announced that the city of Cloquet has appointed Ben Matthews to fill the upcoming vacancy left by Dave Manderfeld. Additionally, the reelection of Board member Jim Aird is approaching in June, and discussions are ongoing regarding the upcoming vacancies of Julene Boe and Paul Thomsen.

**7. Legal Counsel**

**8. Executive Session**

  
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Lauri Amundson  
Recording Secretary

  
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Julene Boe, Board Chair

  
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Rob Schilling, Vice  
Chair

The meeting adjourned at 5:32 p.m.