






	Page
1. Agenda Review	
2. Old Business	
3. Approval of Consent Agenda Items	
3.1 Regular Board Minutes dated June 23, 2025 Regular Board Meeting - Jun 23 2025 - Minutes - Pdf.pdf 	4 - 8
3.2 Board Member vouchers for June June Board Vouchers.pdf 	9 - 10
3.3 Payment Vouchers dated June 18, through July 22, 2025. Board Register 7-22-2025.pdf 	11 - 21
3.4 Approval of City of Duluth Sanitary Sewer Extension Permit - Fountain Gate Drive  Fountain Gate Drive Extension packet.pdf 	22 - 42
3.5 Approval of City of Duluth Sanitary Sewer Extension Permit - Welch Place Apartments  Welch Place Apartments Sewer Extension Packet.pdf 	43 - 64
4. New Business Items for Discussion and Approval	
Operations and Planning	
4.1 Approval of Resolution 25-11 Approving Easement Agreement with Bethany Baptist Church  Resolution 25-11 Approving Easement Agreement [Bethany Baptist Church] 25-11.pdf 	65 - 67
4.2 Approval of Resolution 25-12 Approving Easement Agreement with The Ledges on Lake Superior Homeowner's Association 	68 - 70

[WLSSD Resolution Approving Easement Agreement \[The Ledges - facilities and new utilities\] \(1\) 25-12.pdf](#) 

- 4.3 [Approval of Resolution 25-13 Easement Agreement with The Ledges on Lake Superior Homeowner's Association](#)  71 - 73
[WLSSD Resolution Approving Easement Agreement \[The Ledges - Lakewalk and future utilities\] 25-13.pdf](#) 

Finance

- 4.4 [Approval of Legislative Services for 2026 and 2027](#)  74 - 76
[WLSSD Services Addendum 2026, 2027. pdf](#) 

Personnel

- 4.5 [Approval of Director of Community Relations Job Description](#)  77 - 83
 [Community Relations Director FINAL 5-23-2022.docx](#) 
[DCR Job Description.pdf](#) 
- 4.6 [Approval of Maintenance Millwright Job Description and Pay Grade Maintenance](#)  84 - 94
 [Millwright Hay Factor Chart.doc](#) 
[MAINTENANCE MILLWRIGHT old.docx](#)  [Maintenance Millwright.pdf](#) 
- 4.7 [Approval of Maintenance Planner / Scheduler Job Description and Pay Grade](#)  95 - 104
 [Maintenance Planner Hay Factor Chart.doc](#)
 [Maintenance PlannerFinal JD old.docx](#)  [Maintenance Planner Scheduler.pdf](#) 
- 4.8 [Approval of Instrument Technician Job Description and Pay Grade](#)  105 - 114
 [Instrument Technician Hay Factor Chart.doc](#) 
[INSTRUMENT TECHNICIAN.docx](#)  [Instrument Technician 2.pdf](#) 



5. Other

- 5.1 Resolution 25-14; Acknowledging Paul Thomsen (materials to be distributed at the meeting)

6. Committee Reports

- 6.1 Committee of the Whole
- 6.2 Finance
- 6.3 Operations and Planning
- 6.4 Personnel
- 6.5 Legislative
- 6.6 Board Governance
- 6.7 Board Member Comments

7. Reporting

- 7.1 Communications
- 7.2 Monthly Financials 115 - 127
[June Financial Statements.pdf](#) 
- 7.3 NPDES 128 - 136
[June NPDES Board Report.pdf](#) 
- 7.4 Executive Director

8. Legal Counsel

9. Executive Session (staff excused)



MINUTES
Regular Board Meeting
Monday, June 23, 2025
5:00 PM

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

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

Legal Present: Dave Oberstar-Fryberger Law Firm

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

Page

1. Agenda Review

2. Old Business

3. Approval of Consent Agenda Items

3.1	Regular Board Minutes dated May 19, 2025 Regular Board Meeting - May 19 2025 - Minutes.pdf	6 - 10
3.2	Board Member vouchers for May May Voucher.pdf	11 - 12
3.3	Payment Vouchers dated May 14, 2025 through June 17, 2025 May 14 - June 17 2025 Board Register.pdf	13 - 23
3.4	Approval of Sanitary Sewer Extension Permit - City of Hermantown Hermantown Cottages Packet.pdf	24 - 39
	To approve the Consent Agenda Items	24 - 39

Moved by: Paul Thomsen

Seconded by: Marcia Podratz

The Motion Passes

4. New Business Items for Discussion and Approval

Operations and Planning

- 4.1 [Approval of Proposed Mission and Vision Update](#)  40

Carrie reviewed the proposed mission and vision statements, which were last updated in 2010. This was discussed at the Operations and Planning meeting, where a slight formatting suggestion was made.

The Operations and Planning Committee recommends that the Board approve the proposed mission and vision update. 40

Moved by: David Manderfeld

Seconded by: Jim Aird

The Motion Passes

- 4.2 [Approval of Meter Ownership Transfer Agreement – Knife River-Larsmont Sanitary District](#)  41 - 44

[KRLSD Meter Agreement signed.pdf](#) 

Brandon Kohlts discussed the meter ownership transfer agreement.


The Operations and Planning Committee recommends that the Board approve the meter ownership transfer agreement between WLSSD and the Knife River-Larsmont Sanitary District. 41 - 44

Moved by: Jim Aird

Seconded by: Marcia Podratz

The Motion Passes

Personnel

- 4.3 [Approval of Maintenance Apprentice Job Description and Pay Grade](#)  45 - 50

[Maintenance Apprentice Hay Factor Chart.doc](#) 

[Maintenance Apprentice.pdf](#) 

When reviewing the points assignment to the MN state job 45 - 50

match description and the District’s job description, it is recommended that the Board of Directors approve the proposed Maintenance Apprentice job description to be placed at a grade 13.

Moved by: David Manderfeld

Seconded by: Paul Thomsen

The Motion Passes

4.4 [Approval of Maintenance Welder Job Description and Pay Grade](#)  51 - 60

[Maintenance Welder Hay Factor Chart.doc](#)  [Maintenance Welder_Final JD old.docx](#)  [Maintenance Welder.pdf](#) 

When reviewing the points assignment to the MN state job match description and the District’s job description, it is recommended that the Board of Directors approve the proposed Maintenance Welder job description to be placed at a grade 16. 51 - 60

Moved by: Jack Ezell

Seconded by: Paul Thomsen

The Motion Passes

Other

4.5 Resolution 25-09; Acknowledging Dave Manderfeld
It is recommended that the Board approve Resolution 25-09, acknowledging Dave Manderfeld for his dedicated service and leadership to the District from August 2004 to June 2025

Moved by: Paul Thomsen

Seconded by: Jack Ezell

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

Abstain David Manderfeld

Resolution 25-09 passes with 8 ayes and 1 abstain 8-0

4.6 Resolution 25-10; Acknowledging Julene Boe

It is recommended that the Board approve Resolution 25-10, acknowledging Julene Boe for her dedicated service and leadership to the District from July 2014 through June 2025.

Moved by: Rob Schilling

Seconded by: Jim Aird

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

The motion passes with 9 ayes. 9-0

5. Committee Reports

5.1 Committee of the Whole

5.2 Finance

The next meeting, combined with Personnel, will be on Wednesday, July 23, 2025.

5.3 Operations and Planning

The Next Meeting is Tuesday, July 22, 2025.

5.4 Personnel

5.5 Legislative

5.6 Board Governance

6. Reporting

6.1 Communications

AJ Axtell discussed the monthly communications.

6.2 Monthly Financials

61 - 74

[May 2025 Financials.pdf](#) 

Cathy Remington reviewed the financial report for May 2025.

6.3 Executive Director

Carrie Clement thanked Board members Dave Manderfeld and Julene Boe for their years of dedicated service at WLSSD. Carrie noted Ben Mathews' appointment, representing Cloquet starting in July, and congratulated/thanked Jim Aird on representing St. Louis County for another term beginning in July. Carrie noted appointments for open Board positions representing the City of Duluth have not been made, but understand that at least one is in progress.

6.4 NPDES

75 - 84

[May 2025 NPDES Report.pdf](#) 

Tim Lundell reported on the May 2025 NPDES. There were no sewer releases in May. Tim also shared that the District was a recipient of the MPCA grant, which will be used for lab analysis.

7. Legal Counsel

No report.

8. Executive Session (staff excused)

Recording Secretary

Rob Schilling, Board Chair

Loren Lilly, Board
Secretary

The meeting adjourned at 5:29 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

06/17/25	Operations and Planning Committee	\$50.00
06/18/25	Finance, Personnel, and Legislative	\$50.00
06/23/25	Regular Board Meeting	\$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								\$183.60

Julene Boe

June	Board Chair's Additional Compensation	\$100.00
06/18/25	Finance, Personnel, and Legislative	\$50.00
06/23/25	Regular Board Meeting	\$50.00

Committee Meeting Mileage:	1.0	@	17.0 miles =	17.00	miles @	0.700	/mile	\$11.90
Board Meeting Mileage:	1.0	@	17.0 miles =	17.00	miles @	0.700	/mile	\$11.90
TOTAL CLAIM								\$223.80

Jack Ezell

06/17/25	Operations and Planning Committee	\$50.00
06/18/25	Finance, Personnel, and Legislative	\$50.00
06/23/25	Regular Board Meeting	\$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								\$259.20

Loren Lilly

06/17/25	Operations and Planning	\$50.00
06/23/25	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

06/18/25	Finance, Personnel, and Legislative	\$50.00
06/23/25	Regular Board Meeting	\$50.00

Committee Meeting Mileage:	1.0 @	36.0 miles =	36.00	miles @	0.700 /mile	\$25.20
Board Meeting Mileage:	1.0 @	36.0 miles =	36.00	miles @	0.700 /mile	\$25.20
TOTAL CLAIM						\$150.40

Laura Ness

06/17/25	Operations and Planning Committee	\$50.00
06/18/25	Finance, Personnel, and Legislative	\$50.00
06/23/25	Regular Board Meeting	\$50.00

Committee Meeting Mileage:	2.0 @	9.8 miles =	19.60	miles @	0.700 /mile	\$13.72
Board Meeting Mileage:	1.0 @	9.8 miles =	9.80	miles @	0.700 /mile	\$6.86
TOTAL CLAIM						\$170.58

Marcia Podratz

06/18/25	Finance, Personnel, and Legislative	\$50.00
06/23/25	Regular Board Meeting	\$50.00

Committee Meeting Mileage:	1.0 @	12.6 miles =	12.60	miles @	0.700 /mile	\$8.82
Board Meeting Mileage:	1.0 @	12.6 miles =	12.60	miles @	0.700 /mile	\$8.82
TOTAL CLAIM						\$117.64

Rob Schilling

06/17/25	Operations and Planning Committee	\$50.00
06/18/25	Finance, Personnel, and Legislative	\$50.00
06/23/25	Regular Board Meeting	\$50.00

Committee Meeting Mileage:	2.0 @	38.0 miles =	76.00	miles @	0.700 /mile	\$53.20
Board Meeting Mileage:	1.0 @	31.0 miles =	31.00	miles @	0.700 /mile	\$21.70
TOTAL CLAIM						\$224.90

Paul Thomsen

06/17/25	Operations and Planning Committee	\$50.00
06/18/25	Finance, Personnel, and Legislative	\$50.00
06/23/25	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	\$1,666.22
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Cash Payment Register

Job Submission Parameters

Date: 7/23/2025

Time: 7:58 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: 06/18/2025 To Payment Date: 07/22/2025	
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 7/23/25
Time 7:58 AM CDT

Pay Group 1 Western Lake Superior Sanitary District
Post Company 1 Western Lake Superior Sanitary District
Cash Payment Register for 6/18/25 thru 7/22/25

USD
USD

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
300479	P7756	1	2676		Minnesota Dept Of Revenue	St Paul	6/20/25	Reconciled	6,875.00	USD
* 300487	P7781	1	216		Commissioner Of Revenue	St Paul	6/26/25	Reconciled	17,158.87	USD
300488	P7782	1	948	48MN	PERA	St Paul	6/26/25	Reconciled	55,185.22	USD
300489	P7783	1	1392		United States Treasury	Kansas City	6/26/25	Reconciled	93,581.27	USD
300490	P7784	1	4098		Minnesota Child Support	St Paul	6/26/25	Reconciled	476.78	USD
300491	P7785	1	5174	MN64	Minnesota UI	St. Paul	6/26/25	Reconciled	83.00	USD
300492	P7786	1	5996		MSRS	St Paul	6/26/25	Reconciled	4,333.00	USD
300493	P7787	1	6586		WLSSD Cafeteria Plan - US Bank	.	6/26/25	Reconciled	4,367.96	USD
300494	P7791	1	190	90MN	AFSCME Council 5	St Paul	6/30/25	Reconciled	5,788.64	USD
300495	P7792	1	216		Commissioner Of Revenue	St Paul	6/30/25	Issued	3,539.62	USD
300496	P7793	1	948	48MN	PERA	St Paul	6/30/25	Reconciled	11,156.31	USD
300497	P7794	1	1392		United States Treasury	Kansas City	6/30/25	Reconciled	19,967.67	USD
300498	P7795	1	2688		Delta Dental Plan Of Minnesota	Minneapolis	6/30/25	Reconciled	18,093.58	USD
300499	P7796	1	2688		Delta Dental Plan Of Minnesota	Minneapolis	6/30/25	Reconciled	985.60	USD
300500	P7797	1	6586		WLSSD Cafeteria Plan - US Bank	.	6/30/25	Reconciled	950.85	USD
300501	P7933	1	216		Commissioner Of Revenue	St Paul	7/10/25	Issued	14,057.23	USD
300502	P7934	1	948	48MN	PERA	St Paul	7/10/25	Issued	45,464.15	USD
300503	P7935	1	1392		United States Treasury	Kansas City	7/10/25	Issued	76,015.83	USD
300504	P7936	1	4098		Minnesota Child Support	St Paul	7/10/25	Issued	397.32	USD
300505	P7937	1	5996		MSRS	St Paul	7/10/25	Issued	23,921.00	USD
300506	P7938	1	6586		WLSSD Cafeteria Plan - US Bank	.	7/10/25	Issued	3,417.11	USD
300507	P7939	1	2676		Minnesota Dept Of Revenue	St Paul	7/18/25	Issued	3,303.00	USD

*** Payment Code	ACH	Totals	
		Total Open Payments	8 170,115.26
		Total Reconciled Payments	14 239,003.75
		Total Void Payments	0.00
		Total Stale Dated Payments	0
		Total Escheated Payments	0

Cash Payment Register continued...

Date 7/23/25
Time 7:58 AM CDT

Pay Group 1 Western Lake Superior Sanitary District
Post Company 1 Western Lake Superior Sanitary District
Cash Payment Register for 6/18/25 thru 7/22/25

USD
USD

Page 2

All Report Account Currency

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

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
400698	P7620	1	395		Fryberger Buchanan	Duluth	6/18/25	Issued	13,727.25	USD
400699	P7621	1	821	21MN	Airgas North Central	Chicago	6/18/25	Issued	2,926.38	USD
400700	P7622	1	1041	02MN	Viking Industrial North	Columbus	6/18/25	Issued	63.00	USD
400701	P7623	1	1366	01IA	McCoy Construction & Forestry,	Dubuque	6/18/25	Issued	4,831.04	USD
400702	P7624	1	1440		Guardian Pest Control Inc	Superior	6/18/25	Issued	110.55	USD
400703	P7625	1	2032		Shel-Don Reproduction Centre	Duluth	6/18/25	Issued	9,778.38	USD
400704	P7626	1	4421	21OH	Applied Industrial Tech	Chicago	6/18/25	Issued	1,071.60	USD
400705	P7627	1	5877		Belly River Corporation	Appleton	6/18/25	Issued	9,993.28	USD
400706	P7628	1	6101	01	Msc Industrial Supply Co	Saint Louis	6/18/25	Issued	1,648.87	USD
400707	P7629	1	6365		Vonco V LLC Duluth	Becker	6/18/25	Issued	587.23	USD
400708	P7638	1	1012		Northstar Ford	Duluth	6/26/25	Issued	340.70	USD
400709	P7639	1	4421	21OH	Applied Industrial Tech	Chicago	6/26/25	Issued	38.43	USD
400710	P7640	1	4903		Liberty Tire Recycling, Llc-Mn	Pittsburgh	6/26/25	Issued	4,506.00	USD
400711	P7641	1	6037		Michaud Distributing	Duluth	6/26/25	Issued	118.50	USD
400712	P7642	1	6365		Vonco V LLC Duluth	Becker	6/26/25	Issued	305.13	USD
400713	P7843	1	1012		Northstar Ford	Duluth	7/3/25	Issued	964.95	USD
400714	P7844	1	1041	02MN	Viking Industrial North	Columbus	7/3/25	Issued	55.00	USD
400715	P7845	1	1440		Guardian Pest Control Inc	Superior	7/3/25	Issued	36.85	USD
400716	P7846	1	2032		Shel-Don Reproduction Centre	Duluth	7/3/25	Issued	1,946.44	USD
400717	P7847	1	3766		Portable John	Hibbing	7/3/25	Issued	415.80	USD
400718	P7848	1	3838	38GA	Polydyne Inc	Atlanta	7/3/25	Issued	67,763.70	USD
400719	P7849	1	4421	21OH	Applied Industrial Tech	Chicago	7/3/25	Issued	300.72	USD
400720	P7850	1	4903		Liberty Tire Recycling, Llc-Mn	Pittsburgh	7/3/25	Issued	2,023.00	USD
400721	P7851	1	6037		Michaud Distributing	Duluth	7/3/25	Issued	11.00	USD
400722	P7852	1	6101	01	Msc Industrial Supply Co	Saint Louis	7/3/25	Issued	19.24	USD
400723	P7853	1	6335		Air Fiber Inc.	Superior	7/3/25	Issued	500.00	USD
400724	P7871	1	6037		Michaud Distributing	Duluth	7/10/25	Issued	117.00	USD
400725	P7872	1	6632		Cues Inc	Cincinnati	7/10/25	Issued	3,060.00	USD
400726	P7940	1	305	05MN	SPS Companies, Inc	St. Paul	7/17/25	Issued	429.45	USD
400727	P7941	1	395		Fryberger Buchanan	Duluth	7/17/25	Issued	12,700.21	USD
400728	P7942	1	1440		Guardian Pest Control Inc	Superior	7/17/25	Issued	36.85	USD
400729	P7943	1	4903		Liberty Tire Recycling, Llc-Mn	Pittsburgh	7/17/25	Issued	2,785.50	USD
400730	P7944	1	6037		Michaud Distributing	Duluth	7/17/25	Issued	74.50	USD
400731	P7945	1	6101	01	Msc Industrial Supply Co	Saint Louis	7/17/25	Issued	271.26	USD
400732	P7946	1	6365		Vonco V LLC Duluth	Becker	7/17/25	Issued	213.44	USD
400733	P7947	1	6632		Cues Inc	Cincinnati	7/17/25	Issued	1,151.48	USD

*** Payment Code APC	Totals		
	Total Open Payments	36	144,922.73
	Total Reconciled Payments		0.00
	Total Void Payments		0.00
	Total Stale Dated Payments		0
	Total Escheated Payments		0

Cash Payment Register continued...

Date 7/23/25
Time 7:58 AM CDT

Pay Group 1 Western Lake Superior Sanitary District
Post Company 1 Western Lake Superior Sanitary District
Cash Payment Register for 6/18/25 thru 7/22/25

USD
USD

Page 3

All Report Account Currency

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

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
503122	P7551	1	424		True North Goodwill	Duluth	6/18/25	Reconciled	13,080.00	USD
503123	P7552	1	449	49CO	Hach Company	Chicago	6/18/25	Reconciled	1,808.04	USD
503124	P7553	1	702		Mars Supply	Duluth	6/18/25	Reconciled	375.83	USD
503125	P7554	1	817		Northern Door & Hardware	Duluth	6/18/25	Issued	245.00	USD
503126	P7555	1	1090	IL90	United Electric	Chicago	6/18/25	Reconciled	300.62	USD
503127	P7556	1	1175	75TX	United Rentals Inc.	Dallas	6/18/25	Reconciled	842.50	USD
503128	P7557	1	1319		Hawkins, Inc.	Minneapolis	6/18/25	Reconciled	20,385.55	USD
503129	P7558	1	1324	24WI	Motion Industries Inc	Chicago	6/18/25	Reconciled	789.86	USD
503130	P7559	1	1352	52MN	Graybar Electric Co, Inc.	Chicago	6/18/25	Reconciled	4,724.09	USD
503131	P7560	1	1362		McMaster Carr Supply	Chicago	6/18/25	Reconciled	375.98	USD
503132	P7561	1	1966	66MN	Fastenal Company	Winona	6/18/25	Reconciled	363.82	USD
503133	P7562	1	2017	17IL	Waste Management Of WI-MN	Carol Stream	6/18/25	Reconciled	5,525.10	USD
503134	P7563	1	2017	17IL	Waste Management Of WI-MN	Carol Stream	6/18/25	Reconciled	857.68	USD
503135	P7564	1	2366		Gopher State One-Call	Hanover	6/18/25	Issued	398.25	USD
503136	P7565	1	2651		SEH Engineers Architects Inc	St Paul	6/18/25	Reconciled	23,274.58	USD
503137	P7566	1	2794		USA Bluebook	Gurnee	6/18/25	Reconciled	121.81	USD
503138	P7567	1	2926		Grussendorf Tree & Shrub Care	Esko	6/18/25	Reconciled	12,640.00	USD
503139	P7568	1	2954		Interstate Batteries-Twin Port	Superior	6/18/25	Reconciled	83.40	USD
503140	P7569	1	4413	01NC	US Composting Council	Raleigh	6/18/25	Issued	540.00	USD
503141	P7570	1	4689		Minnesota Valley Testing	New Ulm	6/18/25	Reconciled	558.25	USD
503142	P7571	1	5629		City Of Superior Landfill	Superior	6/18/25	Reconciled	435,423.87	USD
503143	P7572	1	5810		Quadient Finance USA, Inc	Carol Stream	6/18/25	Reconciled	2,000.00	USD
503144	P7573	1	5959		Hydro Klean	Des Moines	6/18/25	Reconciled	15,311.00	USD
503145	P7574	1	6376		In-Situ, Inc.	Fort Collins	6/18/25	Reconciled	401.00	USD
503146	P7575	1	6400	01IL	Minnesota Pump Works	Chicago	6/18/25	Reconciled	18,938.38	USD
503147	P7576	1	6542	29	Bethany Baptist Church	Duluth	6/18/25	Issued	12,000.00	USD
503148	P7577	1	6542	30	The Ledges on Lake Superior Ho	Duluth	6/18/25	Reconciled	5,000.00	USD
503149	P7578	1	6584	84MN	A-1 Disposal	Saginaw	6/18/25	Reconciled	1,423.00	USD
503150	P7579	1	6634		HR Green Inc	Des Moines	6/18/25	Reconciled	4,802.50	USD
503151	P7580	1	6715		Wren Works, LLC	Poplar	6/18/25	Reconciled	13,589.40	USD
503152	P7581	1	6732		Geislinger & Sons, Inc	Watkins	6/18/25	Issued	319,080.80	USD
503153	P7582	1	6740	01CS	Tom Kraemer, Inc.	Cold Spring	6/18/25	Reconciled	90.00	USD
503154	P7583	1	6782	01IL	Eurofins Environment Testing	Carol Stream	6/18/25	Reconciled	647.00	USD
503155	P7584	1	6805		RBA Consulting	Wayzata	6/18/25	Reconciled	2,015.00	USD
503156	P7585	1	6819	01MN	Bell Bank Equipment Finance	Maple Grove	6/18/25	Reconciled	2,268.59	USD
503157	P7586	1	6825		Bolton And Menk Inc.	Mankato	6/18/25	Reconciled	27,673.50	USD
503158	P7587	1	6951		Clarke Energy USA, Inc	Waukesha	6/18/25	Reconciled	27,050.79	USD
503159	P7588	1	6956		Superior Fuel Company	Duluth	6/18/25	Reconciled	871.99	USD
503160	P7589	1	6975		Clearsky Consulting	Atlanta	6/18/25	Reconciled	9,315.00	USD
503161	P7590	1	6977		Advanced Engineering & Environm	Grand Forks	6/18/25	Reconciled	21,124.33	USD
503162	P7591	1	6986	FL01	Arete Advisors LLC	Orlando	6/18/25	Reconciled	9,120.00	USD
503163	P7710	1	394	12MN	Kurita America Inc	Minneapolis	6/26/25	Issued	2,262.88	USD
503164	P7711	1	482	82MN	Hawkins, Inc	Minneapolis	6/26/25	Issued	10,919.30	USD
503165	P7712	1	526	26NE	Teledyne ISCO, Inc.	Chicago	6/26/25	Issued	711.00	USD
503166	P7713	1	1040	40MN	Activar Plastics Product Group	Minneapolis	6/26/25	Issued	817.93	USD
503167	P7714	1	1091	91MN	Ferguson Enterprises LLC #1657	Chicago	6/26/25	Issued	1,857.21	USD
503168	P7715	1	1145	45MN	Ziegler Inc	Minneapolis	6/26/25	Issued	2,102.40	USD
503169	P7716	1	1319		Hawkins, Inc.	Minneapolis	6/26/25	Issued	20,631.64	USD

Cash Payment Register continued...

Date 7/23/25
Time 7:58 AM CDT

Pay Group 1 Western Lake Superior Sanitary District
Post Company 1 Western Lake Superior Sanitary District
Cash Payment Register for 6/18/25 thru 7/22/25

USD
USD

Page 4

All Report Account Currency

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

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
503170	P7717	1	1324	24WI	Motion Industries Inc	Chicago	6/26/25	Issued	322.01	USD
503171	P7718	1	1352	52MN	Graybar Electric Co, Inc.	Chicago	6/26/25	Issued	2,358.28	USD
503172	P7719	1	1966	66MN	Fastenal Company	Winona	6/26/25	Issued	74.53	USD
503173	P7720	1	2017	17IL	Waste Management Of WI-MN	Carol Stream	6/26/25	Issued	26,789.00	USD
503174	P7721	1	2075		City Of Hermantown	Hermantown	6/26/25	Issued	34.28	USD
503175	P7722	1	2508	08MN	Russell-Seik-Steel	Duluth	6/26/25	Issued	1,059.08	USD
503176	P7723	1	2794		USA Bluebook	Gurnee	6/26/25	Issued	204.85	USD
503177	P7724	1	3044		Retrofit Recycling Inc	Owatonna	6/26/25	Issued	710.00	USD
503178	P7725	1	3410	10ND	Acme Electric Tool Crib North	Grand Forks	6/26/25	Issued	41.98	USD
503179	P7726	1	3940	40MN	Veolia ES Technical Solutions	Chicago	6/26/25	Issued	35,318.24	USD
503180	P7727	1	3940	41MN	Veolia ES Technical Solutions	Chicago	6/26/25	Issued	1,028.28	USD
503181	P7728	1	4389	01MN	Metro Sales Inc.	Minneapolis	6/26/25	Issued	1,081.79	USD
503182	P7729	1	4560		Centurylink	Phoenix	6/26/25	Issued	11,080.13	USD
503183	P7730	1	4663		Engineered Sales Company	Bloomington	6/26/25	Issued	281.44	USD
503184	P7731	1	4665	65GA	Environmental Express	Atlanta	6/26/25	Issued	1,207.53	USD
503185	P7732	1	4689		Minnesota Valley Testing	New Ulm	6/26/25	Issued	558.25	USD
503186	P7733	1	4785		North Shore Analytical, Inc.	Duluth	6/26/25	Issued	1,200.00	USD
503187	P7734	1	4959		Analytichem Canada, Inc.	Baie D'urfe	6/26/25	Issued	1,041.00	USD
503188	P7735	1	5744	LT01	Life Technologies	Chicago	6/26/25	Issued	451.80	USD
503189	P7736	1	5836	F1	Mediacom	Carol Stream	6/26/25	Issued	236.90	USD
503190	P7737	1	5974		MEA	Minneapolis	6/26/25	Issued	1,420.00	USD
503191	P7738	1	6086		Thomas Scientific	Pittsburgh	6/26/25	Issued	147.58	USD
503192	P7739	1	6400	01IL	Minnesota Pump Works	Chicago	6/26/25	Issued	3,325.12	USD
503193	P7740	1	6517		Kwik Trip Inc	La Crosse	6/26/25	Issued	270.81	USD
503194	P7741	1	6601		Air Products And Chemicals Inc	Allentown	6/26/25	Issued	2,016.00	USD
503195	P7742	1	6713	01IL	Allied Valve, Inc.	Palatine	6/26/25	Issued	51,856.92	USD
503196	P7743	1	6782	01IL	Eurofins Environment Testing	Carol Stream	6/26/25	Issued	2,564.00	USD
503197	P7744	1	6814		Benjamin Carey	Cotton	6/26/25	Issued	20.00	USD
503198	P7745	1	6816		Evan Hawbaker	Duluth	6/26/25	Issued	2,625.00	USD
503199	P7746	1	6832	01TN	Nordic Consulting Partners	Nashville	6/26/25	Issued	10,262.50	USD
503200	P7747	1	6889		EcoSafe Zero Waste USA Inc.	Surrey	6/26/25	Issued	778.72	USD
503201	P7748	1	6907		Burger's Shoes LLC	Cloquet	6/26/25	Issued	179.95	USD
503202	P7749	1	6956		Superior Fuel Company	Duluth	6/26/25	Issued	2,113.95	USD
503203	P7750	1	6965		Douglas, Peter	Duluth	6/26/25	Issued	644.00	USD
503204	P7751	1	6968	01CA	TPx Communications	Pasadena	6/26/25	Issued	788.82	USD
503205	P7752	1	6976	01MN	McGough Construction Company	Minneapolis	6/26/25	Issued	1,255,957.00	USD
503206	P7753	1	6979	01MO	River Bend Lab	St. Louis	6/26/25	Issued	6,635.60	USD
503207	P7754	1	6988		Shea, Chris	Duluth	6/26/25	Issued	26.75	USD
503208	P7755	1	6999		Madigan, James	Hermantown	6/26/25	Issued	131.82	USD
503209	P7799	1	394	12MN	Kurita America Inc	Minneapolis	7/3/25	Issued	1,445.95	USD
503210	P7800	1	935		Pro-Print Inc	Duluth	7/3/25	Issued	1,378.46	USD
503211	P7801	1	992	92MN	Road Machinery & Supply	Minneapolis	7/3/25	Issued	1,092.90	USD
503212	P7802	1	1091	91MN	Ferguson Enterprises LLC #1657	Chicago	7/3/25	Issued	4,988.24	USD
503213	P7803	1	1241		United Way Of Duluth	Duluth	7/3/25	Issued	532.00	USD
503214	P7804	1	1319		Hawkins, Inc.	Minneapolis	7/3/25	Issued	30,928.03	USD
503215	P7805	1	1352	52MN	Graybar Electric Co, Inc.	Chicago	7/3/25	Issued	809.61	USD
503216	P7806	1	1600	01ND	Flint Group	Fargo	7/3/25	Issued	827.50	USD
503217	P7807	1	1966	66MN	Fastenal Company	Winona	7/3/25	Issued	1,235.63	USD

Cash Payment Register continued...

Date 7/23/25
Time 7:58 AM CDT

Pay Group 1 Western Lake Superior Sanitary District
Post Company 1 Western Lake Superior Sanitary District
Cash Payment Register for 6/18/25 thru 7/22/25

USD
USD

Page 5

All Report Account Currency

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

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
503218	P7808	1	2459		Compensation Consultants, Ltd	Cloquet	7/3/25	Issued	748.00	USD
503219	P7809	1	2508	08MN	Russell-Seik-Steel	Duluth	7/3/25	Issued	282.08	USD
503220	P7810	1	2651		SEH Engineers Architects Inc	St Paul	7/3/25	Issued	1,293.69	USD
503221	P7811	1	2924		Vulcan Industries Inc	Missouri Valley	7/3/25	Issued	1,098.54	USD
503222	P7812	1	2954		Interstate Batteries-Twin Port	Superior	7/3/25	Issued	27.60	USD
503223	P7813	1	3044		Retrofit Recycling Inc	Owatonna	7/3/25	Issued	2,970.05	USD
503224	P7814	1	4166		Madison National Life Ins Co.	Carol Stream	7/3/25	Issued	2,020.84	USD
503225	P7815	1	5042	26MO	Scientific Sales, Inc	Oak Ridge	7/3/25	Issued	94.00	USD
503226	P7816	1	5073	73MN	Blaine Brothers	Minneapolis	7/3/25	Issued	384.75	USD
503227	P7817	1	5283		David Manderfeld	Cloquet	7/3/25	Issued	150.40	USD
503228	P7818	1	5636		JMF Construction, Inc.	Duluth	7/3/25	Issued	6,249.69	USD
503229	P7819	1	5770		Quadient Leasing USA, Inc	Dallas	7/3/25	Issued	573.69	USD
503230	P7820	1	5845	46MA	CDM Smith	Boston	7/3/25	Issued	3,725.00	USD
503231	P7821	1	5961		James E Aird	Proctor	7/3/25	Issued	183.60	USD
503232	P7822	1	6086		Thomas Scientific	Pittsburgh	7/3/25	Issued	360.14	USD
503233	P7823	1	6211		Marcia Podratz	Duluth	7/3/25	Issued	117.64	USD
503234	P7824	1	6212		Paul Thomsen	Duluth	7/3/25	Issued	177.30	USD
503235	P7825	1	6313		Julene Boe	Duluth	7/3/25	Issued	223.80	USD
503236	P7826	1	6533		Loren Lilly	Cloquet	7/3/25	Issued	158.80	USD
503237	P7827	1	6547		Laura Ness	Duluth	7/3/25	Issued	170.58	USD
503238	P7828	1	6602		One Two Three Four LLC	Duluth	7/3/25	Issued	2,500.00	USD
503239	P7829	1	6655		SEK Designs	Duluth	7/3/25	Issued	1,895.00	USD
503240	P7830	1	6726	01IA	Involta	Cedar Rapids	7/3/25	Issued	6,090.00	USD
503241	P7831	1	6755		Robert Schilling	Duluth	7/3/25	Issued	224.90	USD
503242	P7832	1	6782	01IL	Eurofins Environment Testing	Carol Stream	7/3/25	Issued	807.00	USD
503243	P7833	1	6791		Sir Benedict's Tavern	Duluth	7/3/25	Issued	235.56	USD
503244	P7834	1	6833		John Ezell	Carlton	7/3/25	Issued	259.20	USD
503245	P7835	1	6860		Erik Johnson	Duluth	7/3/25	Issued	24.23	USD
503246	P7836	1	6887	01MN	TJ3 LLC	Milwaukee	7/3/25	Issued	745.94	USD
503247	P7837	1	6922		Unison Solutions	Dubuque	7/3/25	Issued	795.00	USD
503248	P7838	1	6956		Superior Fuel Company	Duluth	7/3/25	Issued	3,833.37	USD
503249	P7839	1	6959	02TX	Alliance Technical Group	Dallas	7/3/25	Issued	354.30	USD
503250	P7840	1	6988		Shea, Chris	Duluth	7/3/25	Issued	522.50	USD
503251	P7841	1	6996		McDonald Hopkins LLC	Cleveland	7/3/25	Issued	1,656.00	USD
503252	P7842	1	7001		Amundson, Lauri	Duluth	7/3/25	Issued	45.98	USD
503253	P7898	1	320		Duncan Co	Minneapolis	7/10/25	Issued	194.11	USD
503254	P7899	1	411	01MN	General Cleaning Corporation	Duluth	7/10/25	Issued	6,706.00	USD
503255	P7900	1	482	82MN	Hawkins, Inc	Minneapolis	7/10/25	Issued	10,837.65	USD
503256	P7901	1	526	26NE	Teledyne ISCO, Inc.	Chicago	7/10/25	Issued	2,411.00	USD
503257	P7902	1	557		Jamar Company	Duluth	7/10/25	Issued	2,518.97	USD
503258	P7903	1	1022		City Of Scanlon Water Dept	Scanlon	7/10/25	Issued	126.61	USD
503259	P7904	1	1091	91MN	Ferguson Enterprises LLC #1657	Chicago	7/10/25	Issued	6,756.24	USD
503260	P7905	1	1319		Hawkins, Inc.	Minneapolis	7/10/25	Issued	10,192.78	USD
503261	P7906	1	1709		LHB Engineers & Architects Inc	Duluth	7/10/25	Issued	3,000.00	USD
503262	P7907	1	1966	66MN	Fastenal Company	Winona	7/10/25	Issued	609.54	USD
503263	P7908	1	1978		Hartel's Disposal	Proctor	7/10/25	Issued	8,631.49	USD
503264	P7909	1	2606	06MN	Kennedy Scales Inc	Coon Rapids	7/10/25	Issued	4,121.88	USD
503265	P7910	1	3742		SGS Axys Analytical Services	Toronto	7/10/25	Issued	970.07	USD

Cash Payment Register continued...

Date 7/23/25
Time 7:58 AM CDT

Pay Group 1 Western Lake Superior Sanitary District
Post Company 1 Western Lake Superior Sanitary District
Cash Payment Register for 6/18/25 thru 7/22/25

USD
USD

Page 6

All Report Account Currency

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

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
503266	P7911	1	4160	01CO	Boyer Trucks - Superior	Brighton	7/10/25	Issued	140,178.00	USD
503267	P7912	1	4749		Soil Control Lab	Watsonville	7/10/25	Issued	86.00	USD
503268	P7913	1	5073	73MN	Blaine Brothers	Minneapolis	7/10/25	Issued	701.02	USD
503269	P7914	1	5139		Berg-Johnson Associates Inc	St Paul	7/10/25	Issued	2,500.00	USD
503270	P7915	1	5660		Minnesota Energy Resources	Glenview	7/10/25	Issued	47.50	USD
503271	P7916	1	5770		Quadient Leasing USA, Inc	Dallas	7/10/25	Issued	39.00	USD
503272	P7917	1	6086		Thomas Scientific	Pittsburgh	7/10/25	Issued	260.16	USD
503273	P7918	1	6400	01IL	Minnesota Pump Works	Chicago	7/10/25	Issued	302.00	USD
503274	P7919	1	6454	IL01	Acp Creativit, LLC	Carol Stream	7/10/25	Issued	165.00	USD
503275	P7920	1	6459		Zachary Litchke	Superior	7/10/25	Issued	242.54	USD
503276	P7921	1	6600		Huber Technology Inc	Denver	7/10/25	Issued	16,742.02	USD
503277	P7922	1	6625	01MI	Crestmark Bank	Troy	7/10/25	Issued	1,110.00	USD
503278	P7923	1	6689	01TX	Insight Public Sector	Dallas	7/10/25	Issued	1,634.27	USD
503279	P7924	1	6713	01IL	Allied Valve, Inc.	Palatine	7/10/25	Issued	1,620.49	USD
503280	P7925	1	6781		Shortridge Instruments, Inc.	Scottsdale	7/10/25	Issued	3,991.00	USD
503281	P7926	1	6801		Carlson Timber Products, Inc.	Sandstone	7/10/25	Issued	186,815.43	USD
503282	P7927	1	6887	01MN	TJ3 LLC	Milwaukee	7/10/25	Issued	310.08	USD
503283	P7928	1	6922		Unison Solutions	Dubuque	7/10/25	Issued	795.00	USD
503284	P7929	1	6956		Superior Fuel Company	Duluth	7/10/25	Issued	1,557.66	USD
503285	P7930	1	6961		Arrowhead Printing	Duluth	7/10/25	Issued	1,880.93	USD
503286	P7931	1	6990	01IA	Stanley Consultants	Muscatine	7/10/25	Issued	14,920.59	USD
503287	P7932	1	7000		Bartelt, Clark	Two Harbors	7/10/25	Issued	154.95	USD
503288	P7960	1	394	12MN	Kurita America Inc	Minneapolis	7/17/25	Issued	3,940.11	USD
503289	P7961	1	424		True North Goodwill	Duluth	7/17/25	Issued	9,900.00	USD
503290	P7962	1	482	82MN	Hawkins, Inc	Minneapolis	7/17/25	Issued	10,955.60	USD
503291	P7963	1	557		Jamar Company	Duluth	7/17/25	Issued	2,925.00	USD
503292	P7964	1	935		Pro-Print Inc	Duluth	7/17/25	Issued	441.60	USD
503293	P7965	1	1034		Vessco Inc	Chanhassen	7/17/25	Issued	606.75	USD
503294	P7966	1	1042		Sell Hardware Inc	Duluth	7/17/25	Issued	28.00	USD
503295	P7967	1	1069		Core & Main LP	St Louis	7/17/25	Issued	1,247.00	USD
503296	P7968	1	1319		Hawkins, Inc.	Minneapolis	7/17/25	Issued	10,352.52	USD
503297	P7969	1	1324	24WI	Motion Industries Inc	Chicago	7/17/25	Issued	1,062.00	USD
503298	P7970	1	1352	52MN	Graybar Electric Co, Inc.	Chicago	7/17/25	Issued	1,295.87	USD
503299	P7971	1	1488		Itasca County Treasurer	Grand Rapids	7/17/25	Issued	4,064.47	USD
503300	P7972	1	1709		LHB Engineers & Architects Inc	Duluth	7/17/25	Issued	1,740.00	USD
503301	P7973	1	1744	13VI	Viking Automatic Sprinkler Co	Chicago	7/17/25	Issued	1,425.00	USD
503302	P7974	1	1866		Carlton County Zoning Office	Carlton	7/17/25	Issued	5,333.35	USD
503303	P7975	1	1966	66MN	Fastenal Company	Winona	7/17/25	Issued	1,761.45	USD
503304	P7976	1	2017	17IL	Waste Management Of WI-MN	Carol Stream	7/17/25	Issued	923.92	USD
503305	P7977	1	2075		City Of Hermantown	Hermantown	7/17/25	Issued	112.80	USD
503306	P7978	1	2096		Lake County Auditor	Two Harbors	7/17/25	Issued	2,778.64	USD
503307	P7979	1	2186		Ulland Bros, Inc.	Cloquet,	7/17/25	Issued	7,314.00	USD
503308	P7980	1	2366		Gopher State One-Call	Hanover	7/17/25	Issued	380.70	USD
503309	P7981	1	2606	06MN	Kennedy Scales Inc	Coon Rapids	7/17/25	Issued	1,943.65	USD
503310	P7982	1	2639		Cook County Planning & Zoning	Grand Marais	7/17/25	Issued	2,133.77	USD
503311	P7983	1	2640		Koochiching County	International Fall	7/17/25	Issued	3,458.25	USD
503312	P7984	1	2651		SEH Engineers Architects Inc	St Paul	7/17/25	Issued	6,578.51	USD
503313	P7985	1	2794		USA Bluebook	Gurnee	7/17/25	Issued	1,842.32	USD

Cash Payment Register continued...

Date 7/23/25
Time 7:58 AM CDT

Pay Group 1 Western Lake Superior Sanitary District
Post Company 1 Western Lake Superior Sanitary District
Cash Payment Register for 6/18/25 thru 7/22/25

USD
USD

Page 7

All Report Account Currency

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

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
503314	P7986	1	2978	78WI	U.W. Soil Testing Lab	Madison	7/17/25	Issued	578.00	USD
503315	P7987	1	3023		Aitkin County	Aitkin	7/17/25	Issued	2,694.34	USD
503316	P7988	1	3865		St. Louis County Env Serv	Virginia	7/17/25	Issued	12,193.14	USD
503317	P7989	1	3940	40MN	Veolia ES Technical Solutions	Chicago	7/17/25	Issued	43,250.19	USD
503318	P7990	1	3940	41MN	Veolia ES Technical Solutions	Chicago	7/17/25	Issued	888.38	USD
503319	P7991	1	4052		NCPERS Group Life Ins.	Jacksonville	7/17/25	Issued	800.00	USD
503320	P7992	1	4320		Greg Wiecks	Duluth	7/17/25	Issued	77.58	USD
503321	P7993	1	4560	2AZ	Centurylink	Phoenix	7/17/25	Issued	1,201.44	USD
503322	P7994	1	4611		Daniel Belden	Esko	7/17/25	Issued	60.00	USD
503323	P7995	1	4663		Engineered Sales Company	Bloomington	7/17/25	Issued	10,313.99	USD
503324	P7996	1	4689		Minnesota Valley Testing	New Ulm	7/17/25	Issued	558.25	USD
503325	P7997	1	4797		Core Advantage	Superior	7/17/25	Issued	200.00	USD
503326	P7998	1	5629		City Of Superior Landfill	Superior	7/17/25	Issued	416,211.89	USD
503327	P7999	1	5636		JMF Construction, Inc.	Duluth	7/17/25	Issued	455.00	USD
503328	P8000	1	5660		Minnesota Energy Resources	Glenview	7/17/25	Issued	45.00	USD
503329	P8001	1	5836	F1	Mediacom	Carol Stream	7/17/25	Issued	247.40	USD
503330	P8002	1	5870		Nathan Hartman	Duluth	7/17/25	Issued	135.60	USD
503331	P8003	1	6086		Thomas Scientific	Pittsburgh	7/17/25	Issued	33.19	USD
503332	P8004	1	6453	FD01	Faegre Drinker Biddle & Reath	Minneapolis	7/17/25	Issued	4,833.33	USD
503333	P8005	1	6485		Minnesota Petroleum Service	Columbia Heights	7/17/25	Issued	422.00	USD
503334	P8006	1	6517		Kwik Trip Inc	La Crosse	7/17/25	Issued	321.44	USD
503335	P8007	1	6542	31	Duluth Public Schools	Duluth	7/17/25	Issued	500.00	USD
503336	P8008	1	6542	32	Duluth Public Schools	Duluth	7/17/25	Issued	250.00	USD
503337	P8009	1	6542	33	Stella Maris Academy	Duluth	7/17/25	Issued	250.00	USD
503338	P8010	1	6542	34	North Star Academy	Duluth	7/17/25	Issued	250.00	USD
503339	P8011	1	6542	35	St. Louis County Schools	Virginia	7/17/25	Issued	250.00	USD
503340	P8012	1	6584	84MN	A-1 Disposal	Saginaw	7/17/25	Issued	994.00	USD
503341	P8013	1	6618		Nicholas Thompson	Chisholm	7/17/25	Issued	180.00	USD
503342	P8014	1	6655		SEK Designs	Duluth	7/17/25	Issued	1,700.00	USD
503343	P8015	1	6718		Tyler Jasan	Duluth	7/17/25	Issued	150.00	USD
503344	P8016	1	6732		Geislinger & Sons, Inc	Watkins	7/17/25	Issued	1,506,938.30	USD
503345	P8017	1	6740	01CS	Tom Kraemer, Inc.	Cold Spring	7/17/25	Issued	90.00	USD
503346	P8018	1	6776		Jessica Ollhoff	Duluth	7/17/25	Issued	120.00	USD
503347	P8019	1	6782	01IL	Eurofins Environment Testing	Carol Stream	7/17/25	Issued	72.00	USD
503348	P8020	1	6801		Carlson Timber Products, Inc.	Sandstone	7/17/25	Issued	1,033.85	USD
503349	P8021	1	6819	01MN	Bell Bank Equipment Finance	Maple Grove	7/17/25	Issued	2,268.59	USD
503350	P8022	1	6825		Bolton And Menk Inc.	Mankato	7/17/25	Issued	47,326.25	USD
503351	P8023	1	6868		Travis D. Mccarty	Hermantown	7/17/25	Issued	180.00	USD
503352	P8024	1	6928		Trajectory Brands Inc	Toronto	7/17/25	Issued	10,000.00	USD
503353	P8025	1	6936		Lacie Jurek	Mahtowa	7/17/25	Issued	155.34	USD
503354	P8026	1	6937		Garett Egeland	Duluth	7/17/25	Issued	42.35	USD
503355	P8027	1	6946		Legacy Custom Coatings LLC	Cloquet	7/17/25	Issued	1,662.00	USD
503356	P8028	1	6956		Superior Fuel Company	Duluth	7/17/25	Issued	2,626.77	USD
503357	P8029	1	6958		Avery Azure	Superior	7/17/25	Issued	180.00	USD
503358	P8030	1	6966		Pardini, Emily C.	Duluth	7/17/25	Issued	150.00	USD
503359	P8031	1	6975		Clearsky Consulting	Atlanta	7/17/25	Issued	7,807.50	USD
503360	P8032	1	6976	01MN	McGough Construction Company	Minneapolis	7/17/25	Issued	1,243,525.00	USD
503361	P8033	1	6979	01MO	River Bend Lab	St. Louis	7/17/25	Issued	6,635.60	USD

Cash Payment Register continued...

Date 7/23/25
Time 7:58 AM CDT

Pay Group 1 Western Lake Superior Sanitary District
Post Company 1 Western Lake Superior Sanitary District
Cash Payment Register for 6/18/25 thru 7/22/25

USD
USD

Page 8

All Report Account Currency

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

Currency USD

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
503362	P8034	1	6988		Shea, Chris	Duluth	7/17/25	Issued	60.00	USD

*** Payment Code CHK

Totals	
Total Open Payments	205
Total Reconciled Payments	36
Total Void Payments	0.00
Total Stale Dated Payments	0
Total Escheated Payments	0

Cash Payment Register continued...

Date 7/23/25
Time 7:58 AM CDT

Pay Group 1 Western Lake Superior Sanitary District
Post Company 1 Western Lake Superior Sanitary District
Cash Payment Register for 6/18/25 thru 7/22/25

USD
USD

Page 9

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
200581	P7630	1	296		City Of Duluth Comfort Systems	Minneapolis	6/18/25	Issued	22,031.66	USD
200582	P7631	1	376		Fedex	Palatine	6/18/25	Issued	514.35	USD
200583	P7632	1	762 62MN		Swagelok Minnesota	Minneapolis	6/18/25	Issued	576.26	USD
200584	P7633	1	1711 11IL		Grainger	Palatine	6/18/25	Issued	943.21	USD
200585	P7634	1	3471 IL71		AT&T Mobility	Carol Stream	6/18/25	Issued	2,866.16	USD
200586	P7635	1	6034		Innovative Office Solutions	Burnsville	6/18/25	Issued	117.86	USD
200587	P7636	1	6540 40MA		Cintas Corporation	Dallas	6/18/25	Issued	1,655.59	USD
200588	P7637	1	6841 00TX		ApplicantPro Holdings	Dallas	6/18/25	Issued	286.00	USD
200589	P7659	1	194		City Of Cloquet	Cloquet	6/26/25	Issued	3,509.18	USD
200590	P7660	1	296		City Of Duluth Comfort Systems	Minneapolis	6/26/25	Issued	695.11	USD
200591	P7661	1	3697 01IL		Linde Gas & Equipment Inc.	Palatine	6/26/25	Issued	236.00	USD
200592	P7662	1	4836 36NJ		Verizon	Newark	6/26/25	Issued	60.08	USD
200593	P7663	1	6121 01MN		Essentia Health	Minneapolis	6/26/25	Issued	4,044.00	USD
200594	P7664	1	6504		Fueling Minnesota	St Paul	6/26/25	Issued	40.00	USD
200595	P7665	1	6540 40MA		Cintas Corporation	Dallas	6/26/25	Issued	1,022.83	USD
200596	P7760	1	6599		US Bank Credit Card	.	6/30/25	Reconciled	18,953.87	USD
200597	P7863	1	296		City Of Duluth Comfort Systems	Minneapolis	7/3/25	Issued	24,323.79	USD
200598	P7864	1	376		Fedex	Palatine	7/3/25	Issued	2,086.22	USD
200599	P7865	1	762 62MN		Swagelok Minnesota	Minneapolis	7/3/25	Issued	411.08	USD
200600	P7866	1	1711 11IL		Grainger	Palatine	7/3/25	Issued	225.90	USD
200601	P7867	1	6540 40MA		Cintas Corporation	Dallas	7/3/25	Issued	899.24	USD
200602	P7868	1	6662 DI01		Doorco Inc.	Duluth	7/3/25	Issued	7,450.00	USD
200603	P7869	1	6841 00TX		ApplicantPro Holdings	Dallas	7/3/25	Issued	639.00	USD
200604	P7870	1	1708 18MN		Baldwin Supply Company	St. Paul	7/9/25	Issued	400.67	USD
200605	P7892	1	296		City Of Duluth Comfort Systems	Minneapolis	7/10/25	Issued	1,205.15	USD
200606	P7893	1	376		Fedex	Palatine	7/10/25	Issued	80.82	USD
200607	P7894	1	3329		Great Lakes Alarm Inc	Duluth	7/10/25	Issued	59.85	USD
200608	P7895	1	5847 01IL		Stericycle, Inc.	Chicago	7/10/25	Issued	420.00	USD
200609	P7896	1	6034 01MN		Innovative Office Solutions	Minneapolis	7/10/25	Issued	329.06	USD
200610	P7897	1	6540 40MA		Cintas Corporation	Dallas	7/10/25	Issued	886.16	USD
200611	P7951	1	194		City Of Cloquet	Cloquet	7/17/25	Issued	1,710.05	USD
200612	P7952	1	296		City Of Duluth Comfort Systems	Minneapolis	7/17/25	Issued	13,634.16	USD
200613	P7953	1	376		Fedex	Palatine	7/17/25	Issued	261.32	USD
200614	P7954	1	762 62MN		Swagelok Minnesota	Minneapolis	7/17/25	Issued	124.49	USD
200615	P7955	1	821 21MN		Airgas North Central	Chicago	7/17/25	Issued	1,503.40	USD
200616	P7956	1	1711 11IL		Grainger	Palatine	7/17/25	Issued	5,112.96	USD
200617	P7957	1	2483 01MN		Lakes Gas	Wyoming	7/17/25	Issued	189.55	USD
200618	P7958	1	6504		Fueling Minnesota	St Paul	7/17/25	Issued	40.00	USD
200619	P7959	1	6540 40MA		Cintas Corporation	Dallas	7/17/25	Issued	1,159.18	USD

*** Payment Code	PCR	Totals		
		Total Open Payments	38	101,750.34
		Total Reconciled Payments	1	18,953.87
		Total Void Payments		0.00
		Total Stale Dated Payments		0
		Total Escheated Payments		0

Cash Payment Register continued...

Date 7/23/25
Time 7:58 AM CDT

Pay Group 1 Western Lake Superior Sanitary District
Post Company 1 Western Lake Superior Sanitary District
Cash Payment Register for 6/18/25 thru 7/22/25

USD
USD

Page 10

All Report Account Currency

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

Currency USD

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
100078	P7757	1	1410		Piper Sandler	Minneapolis	6/24/25	Reconciled	2,000,000.00	USD
100079	P7758	1	5922		League Of MN Cities-4M Fund	.	6/24/25	Reconciled	2,000,000.00	USD
100080	P7759	1	6677		Moreton Capital Markets, LLC.	Salt Lake City	6/24/25	Reconciled	1,500,000.00	USD
100081	P7798	1	753		Minnesota Power	Minneapolis	6/30/25	Reconciled	72,754.71	USD

*** Payment Code WIR

Totals		
Total Open Payments		0.00
Total Reconciled Payments	4	5,572,754.71
Total Void Payments		0.00
Total Stale Dated Payments		0
Total Escheated Payments		0

*** Cash Code 10225

Totals		
Total Open Payments	287	6,148,029.11
Total Reconciled Payments	55	6,513,884.79
Total Void Payments		0.00
Total Stale Dated Payments		0
Total Escheated Payments		0

*** Pay Group 1

USD Totals		
Total Open Payments	287	6,148,029.11
Total Reconciled Payments	55	6,513,884.79
Total Void Payments		0.00
Total Stale Dated Payments		0
Total Escheated Payments		0

Memo

To: Board of Directors
From: Operations and Planning Committee
Date: July 18, 2025
Subject: Sanitary Sewer Extension Permit – City of Duluth (Fountain Gate Drive)

Project Background

This City of Duluth sewer extension project consists of constructing approximately 544-feet of 8-inch PVC municipal sanitary sewer main. The project is located east of Trinity Road and north of Anderson Road. The project request is to extend utilities to serve four planned single-family homes with the possibility of four additional homes in the future. The newly constructed sewer will connect to an existing City of Duluth sanitary sewer line located just north of the project.

The estimated flow increase for this request is 2,080 gallons per day. The proposed sanitary sewer extension will result in new flow to the District's Hermantown Interceptor. The City of Duluth is currently in compliance with the WLSSD Ordinance Establishing Standards for Reduction of Inflow and Infiltration. This project will have minimal impact on the capacity of the downstream collection system.

Recommendation

The Operations and Planning Committee recommends the Board approve the City of Duluth sewer extension permit application request for Fountain Gate Drive.

Sanitary Sewer Extension Permit Application Western Lake Superior Sanitary District (WLSSD)



Address: 2626 Courtland Street – Duluth, MN 55806-1894
Phone: 218-722-3336 **Fax:** 218-727-7471 **Web:** www.wlssd.com

Instructions for Application Submittal

- Submit completed application and required supporting documents and fees to: *Western Lake Superior Sanitary District, ATTN: Planning Department, 2626 Courtland Street, Duluth, MN 55806-1894*
- WLSSD Sanitary Sewer Extension Permit Application can be found at: <https://wlssd.com/doing-business/sewer-extensions/modifications/>
- Applications must be submitted a minimum of 14 days prior to scheduled WLSSD Planning Committee meetings (typically 3rd Tuesday of each month) in order to be on the meeting agenda
- A completed Minnesota Pollution Control Agency (MPCA) Sanitary Sewer Extension Permit Application and supporting documents must be submitted along with the WLSSD application form. Information on the MPCA application can be found at: <https://www.pca.state.mn.us/water/wastewater-permit-forms>
- A WLSSD staff review will be conducted upon receipt of the completed applications. Incomplete applications will be returned to applicant for resubmittal
- Completed applications will be reviewed by the WLSSD Planning Committee and if approved forwarded to the full WLSSD Board of Directors for consideration. The WLSSD Board convenes at 5:00 P.M. on the third or fourth Monday of the month in the WLSSD Administration Building at 2626 Courtland Street, Duluth MN. The complete District Board meeting schedule can be found at www.wlssd.com
- Should the WLSSD Board approve the extension request, the applications and fees will be forwarded by WLSSD to the MPCA for review
- Should the WLSSD deny the application it will be returned to the applicant stating the reasons for denial

Information for Question #2 on MPCA Sanitary Sewer Extension Permit Application (Connections and Flow Components)

- 2A. Design Average Wet Weather (AWW) flow: **48.4 MGD**
- 2B. Actual current annual average daily flow received in the past 12 months: **36.62 MGD**
- 2C. Percent of design flow: **75.70%**

Project Contact Information

1. Project Title: Fountain Gate Drive Ext.

2. Project Proposer Contact:

Contact Name: **Robert Irving**
 Title: **President**
 Name of Firm/Organization: **Dirt Inc**
 Address: **5963 W Arrowhead Rd, Duluth MN 55810**
 Phone: **218-348-2284**
 Email: **RobDirving@gmail.com**

3. Design Engineer Contact:

Contact Name: **David Polson**
 Title: **Civil Engineer**
 Name of Firm/Organization: **LHB, Inc**
 Address: **21 W Superior Street, Duluth MN 55802**
 Phone: **218-279-2242**
 Email: **David.Polson@LHBcorp.com**

4. Authorized City/Township/Sanitary District Contact:

Contact Name: Howard Smith
Title: Chief Utility Engineer
Name of Firm/Organization: City of Duluth
Address: 411 West 1st Street, Duluth MN 55802
Phone: 218-730-5092
Email: hsmith@DuluthMN.gov

Proposed Project Details

1. Description of Proposed Project:

Construction of 544' sanitary sewer main extension to serve 4 planned single family homes, with the possibility of an additional 4 single family homes being built in the future. There is currently no sanitary sewer main accessible to the lots slated for development.

2. Location of Proposed Project:

Fountain Gate Drive, specifically the main entry road running north/south.

3. Describe the existing and future areas to be served by this extension:

The existing area is planned to have 4 single family homes constructed, but there is no sewer main available. In the future, up to 4 additional single family homes may be built that would connect to this extension. The extension will run south from existing sanitary sewer mains in the Fountain Gate Drive circle.

4. Describe how this project is consistent with local land use plans:

The project enables future residential development in otherwise an area that would otherwise be unable to be developed due to the lack of sewer access. Surrounding areas are currently developed as a residential neighborhood, and this would help further develop the area.

5. Where will the proposed flow enter into the WLSSD collection system?

Flow will enter WLSSD's system at Manhole SW0620018, west of Trinity Road and East of Chambersburg Road.

6. Who will be responsible for future operations and maintenance of the new sewer infrastructure?

The City of Duluth will take ownership of the sanitary sewer main extension once constructed.

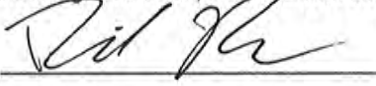
Information Required for a Complete Application

- Completed and signed WLSSD application form
- Completed and signed Minnesota Pollution Control Agency (application and required fee)
- Completed and attached *MPCA Design Flow and Loading Determination Worksheets*
<https://www.pca.state.mn.us/sites/default/files/wq-wwtp5-20a.xlsx>

Certifications

Project Engineer

"My signature verifies this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. The information submitted is to the best of my knowledge and belief, true, accurate and complete."

Signature:  Printed Name: David Polson License # 57246

Date: 07/09/2025

City or Township Representative:

I certify that:

- The proposed sewer extension is consistent with local community development/comprehensive plans
- The municipality is compliant with its Permitted Peak Flow and the WLSSD Inflow and Infiltration Ordinance
- The proposed sewer extension meets the requirements of the municipalities local sewer use ordinance with regard to management of fats, oils and grease (FOG)

"My signature, or the signature of a delegated official, represents the approval of this project's connection to the sewer system under my jurisdiction and is compliant with the statements above"

Signature:  Printed Name: HOWARD SMITH

Date: 7-8-2025

WLSSD CHECKLIST FOR SANITARY SEWER DESIGN SUBMITTALS

PROJECT LOCATION Fountain Gate Drive
PROJECT TITLE Fountain Gate Drive Sanitary Sewer Extension

<u>Check Off (✓)</u>	<u>Description</u>	<u>Comments</u>
<u>✓</u>	1. General conformance with City Engineers Association of Minnesota Standard Utilities Specifications (CEAM)	
<u>✓</u>	2. Conformance with Municipal Peak Flow Standard	$3200\text{GPD} \times 8.0 = 17.7\text{ GPM} \ll 120\text{GPM}$ 8" Pipe Capacity
<u>✓</u>	3. CEAM Section 2600 – Excavation/Restoration	
<u>✓</u>	a. Materials and foundation support	
<u>✓</u>	b. Construction Requirements including general provisions, materials disposal/reuse foundation requirements, and excavation limits/requirements. <ul style="list-style-type: none"> • Excavate 4" below proposed invert for granular bedding of pipe. • Width of pipe plus 2 ft for trench bottom • Sheet piling, shoring, and bracing per applicable regulations. 	
<u>✓</u>	c. Trenchless installation requirements for jacking, boring, or tunneling, if applicable.	NA
<u>✓</u>	d. Restoration to existing conditions including pavement and turf.	
<u>✓</u>	e. Maintenance and final cleanup requirements	
<u>✓</u>	4. CEAM Section 2621 – Sewer Installation	
<u>✓</u>	a. Pipe materials conformance: Indicate type <u>PVC</u> , <u>precast MH</u> , CB, and casting conformance.	
<u>✓</u>	b. Pipe installation requirements including placement, connection, appurtenances, structures, testing, and inspection.	
<u>✓</u>	c. Testing Requirements <ul style="list-style-type: none"> • Leakage testing by Air Test Method or Hydrostatic Method. • Deflection Test for flexible pipe. 	

- Remedies for test failures.

5. Supplemental Requirements (See Attached)

✓
✓
✓
✓
✓

- a. Full time inspection conformance, if applicable
- b. CCTV inspection conformance
- c. Trench backfill materials, compaction and testing
- d. Manhole installation:
 - 1. Flexible boot connectors for precast.
 - 2. Coatings for MH interiors (High Corrosion).
 - 3. Rim elevations match finish pavement.
 - 4. Connections to existing MH.
- e. Leakage testing of manholes (hydrostatic or vacuum)

NA, but will have full time city inspection

ENGINEER

Signature: *David Polson*

Reg. No. 57246

Printed: David Polson

Sanitary Sewer Extension Permit Application

NPDES/SDS Permit Program

National Pollutant Discharge Elimination System (NPDES)/
State Disposal System (SDS) Permit Program

Doc Type: Permit Application

Information required for a complete application

Project information packet must include the following: To be considered a complete application, all of the following items must be included, or it will be deemed incomplete and returned. (Check the boxes to indicate that the information has been included.)

- Completed and properly signed *Application Form*. All questions must be answered and all necessary signatures included.
- Completed and executed *Design Certification for Sanitary Sewer Extension Plans and Specifications*.
- A location map or project site plan showing the area in which project construction will occur. The map shall be on 8½ x 11" paper. Please list the city of project location.
- [Environmental Review Pre-Screening Form](http://www.pca.state.mn.us/xggx692) (p-ear1-08) found on the Minnesota Pollution Control Agency (MPCA) website at <http://www.pca.state.mn.us/xggx692>.

MPCA Use Only	
AI ID #:	
SI ID#	
Date received:	
Check number:	
Facility name:	
SWX #:	
City:	
Fee:	<input type="checkbox"/> \$310 <input type="checkbox"/> \$620 <input type="checkbox"/> \$930

Required application fee (See below for fee calculation). Please make checks payable to: Minnesota Pollution Control Agency. Please check the box corresponding to the flow increase due to this project and include the applicable application fee. This value should correspond with the answer to question 1e.

- 0-0.1 MGD (1 point = \$310) >0.1-1.0 MGD (2 points = \$620) >1.0 MGD (3 points = \$930)

The following information may be required for your project:

Check the appropriate boxes if the information is required and included with your project information packet.

- Project is served by a Sanitary Sewer District or another city's wastewater treatment facility (WWTF).

Note: For projects connecting to a Metropolitan Council Environmental Services (MCES) facility, go to MCES website: [http://www.metrocouncil.org/Wastewater-Water/Services/Wastewater-Treatment-\(1\)/Sanitary-Sewer-Permits.aspx?source=child](http://www.metrocouncil.org/Wastewater-Water/Services/Wastewater-Treatment-(1)/Sanitary-Sewer-Permits.aspx?source=child)

Approval letter from MCES must be submitted with application to MPCA.

If above box is checked, one of the following boxes must also be checked:

- Authorized signature is included in signature 4 on signature page.
- Approval letter from Sanitary Sewer District or WWTF is attached.

Project information

Project title: Fountain Gate Drive Sewer Extension

What city is the project primarily located: Duluth What county is the project primarily located: St. Louis

What collection system will the project connect to: Western Lake Superior Sanitary District

- (This is usually the municipality that owns the sanitary sewer collection system.)

What wastewater treatment plant is the collection system named above connected to: Western Lake Superior Sanitary District

- (The municipality that owns the collection system may have their own treatment plant or could be connected to wastewater treatment plant owned by another city or sanitary district.)

Have all questions on the *Design Certification for Sanitary Sewer Extension Plans and Specifications* been answered as "yes" or "NA"? Yes No

Are you pursuing Clean Water Revolving Fund financial assistance? Yes No

If yes, plans and specifications must be submitted for MPCA review.

MPCA information

For additional information and forms see the MPCA's website at <http://www.pca.state.mn.us/enzq915> or by contacting the MPCA at 651-296-6300 or toll-free at 800-657-3864. You can also contact the Municipal Wastewater Section staff assigned to the city the project is in. A directory of office locations can be found at: <http://www.pca.state.mn.us/about/regions/index.html>.

Send project information packet to: **Fiscal Services – 6th floor**, Minnesota Pollution Control Agency
520 Lafayette Road North, St. Paul, MN 55155

Note: No project construction may begin until you are in receipt of the required permit(s) issued by the MPCA and as defined by law under Minn. Stat. § 115.07, subd. 3.

Contact information

All four contacts type fields must be completed. The same individual may be used for multiple types.

1. Project proposer name:

Contact name: Robert Irving Title: President
Name of firm or organization: Dirt Inc.
Mailing address: 5963 W. Arrowhead Rd
City: Duluth State: MN Zip code: 55810
Phone: 218-348-2284 Email: RobDIrving@gmail.com

The proposer is the entity requesting consideration for the construct of the project. The proposer is often a developer or other private entity that is not the Permittee and will not be the ultimate owner of the sewer system. The Permittee, which is usually the municipality, may also propose projects.

2. Design engineer name for the project sewer system:

Contact name: David Polson Title: Civil Engineer
Name of firm or organization: LHB, Inc.
Mailing address: 21 W Superior Street
City: Duluth State: MN Zip code: 55802
Phone: 218-279-2242 Email: David.Polson@LHBcorp.com

3. Permittee authorized representative (collection system) contact information:

Contact name: Howard Smith Title: Chief Utility Engineer
Name of firm or organization: City of Duluth
Mailing address: 411 West 1st Street
City: Duluth State: MN Zip code: 55802
Phone: 218-730-5092 Email: hsmith@DuluthMN.gov

4. WWTP authorized representative contact information:

Contact name: _____ Title: _____
Name of firm or organization: _____
Mailing address: _____
City: _____ State: _____ Zip code: _____
Phone: _____ Email: _____

Connections and flows components

Complete these items with respect to how many connections are being requested for the proposed project. Project component types are defined as residential, commercial, industrial, and other. (Projects are often described in different ways, so the parameters have been selected as common quantities. Acres means the total area of the proposed project; Lots means the number of individual properties the area will be divided into, and REU means 'Residential Equivalent Unit', or unit equivalent to one home):

1. Project components

a. Residential

Number of homes: 8
Design flow per home:
(gallons per day per home) 400
Total residential flow from project:
(gallons per day) 3200
Total residential BOD₅ from
proposed project: (pounds per day) 5

b. Commercial

Number of commercial components _____ Units (check only one): Acres Lots REU
Design flow per component (gallons per day per component): _____
Total commercial flow from project (gallons per day): _____
Total commercial BOD₅ from proposed project (pounds per day): _____

c. Industrial

Number of industrial components _____ Units (check only one): Acres Lots REU

Design flow per component (gallons per day per component): _____

Total industrial flow from project (gallons per day): _____

Total industrial BOD₅ from proposed project (pounds per day): _____

d. Other

Number of other components _____ Units (check only one): Acres Lots REU

Design flow per component (gallons per day per component): _____

Total flow from other project components (gallons per day): _____

Total BOD₅ from other project components (pounds per day): _____

e. Proposed total design flow (Sum of all components types listed above) (gallons per day): _____

f. Proposed total design BOD₅ (Sum of all component types listed above) (pounds per day): _____

2. Specification of the WWTF where flow will be treated (Contact the WWTF for current specifications.)

a. Design Average Wet Weather flow (AWW) (use *design average flow* if AWW not available): _____ 48.4 MGD

b. Actual current annual average daily flow received in the past 12 months: _____ 34.72 MGD

c. Percent of design flow (b ÷ a) x 100: _____ 71.73 %

Certification and signature

Federal Regulations (40 CFR Part 122.22) and State Regulations (Minn. Rule 7001.0060) require all permit applications to be signed as follows:

- A. For a corporation: by a responsible corporate officer. For the purpose of this permit, a responsible corporate officer means:
 - 1) A president, secretary, treasurer or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation.
 - 2) The manager of one or more manufacturing, production or operating facilities employing more than 250 persons or having a gross annual sales or expenditures exceeding 425 million, if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- B. For a partnership or sole proprietorship: by a general partner or the proprietor, respectively.
- C. For a municipality, county or other political subdivision: by a principal executive officer or ranking elected official.
- D. For a state, federal or other public agency/agents: by a commissioner, assistant or deputy commissioner; director, assistant or deputy director.

1. Project proposer's signature

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Print name: Robert Irving Title: President
Signature: [Signature] Date (mm/dd/yyyy): 06/20/2025

2. Design engineer's certification and signature

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Print name: David Polson Title: Civil Engineer
Authorized signature: [Signature] Date (mm/dd/yyyy): 07/08/2025 PE Registration No.: 57246

3. Permittee's approval

"My signature, or the signature of a delegated official, represents the approval of this project's connection to the sewer system and/or wastewater treatment facility under my jurisdiction. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment."

Print name: Howard Smith Title: Chief Utility Engineer
Signature: [Signature] Date (mm/dd/yyyy): 7-8-2025

4. Sanitary district or WWTF approval - Authorized municipal official signature (or delegated authority) from sanitary sewer district or municipality, if different than permittee.

"My signature, or the signature of a delegated official, represents the approval of this project's connection to the sewer system and/or wastewater treatment facility under my jurisdiction. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment."

If the sanitary sewer district or regional treatment authority has provided project approval under a separate process, a copy of that approval letter may be submitted with this application in place of this signature.

Print name: _____ Title: _____

Authorized signature: _____ Date (mm/dd/yyyy): _____

Design certification for sanitary sewer extension plans and specifications

Title of plans and specifications: Construction Plan for Development of Block 5 on Fountain Gate Drive

All sanitary sewer extensions shall be designed according to the latest version of the following recommendations, specifications, and guidelines (specific MPCA guidelines take precedence over other documents):

- *Recommended Standards for Wastewater Facilities*, Great Lakes – Upper Mississippi River Board of State and Provincial Public Health and Environmental Managers. (Ten States Standards)
- *Standard Utilities Specification*, City Engineers Association of Minnesota.
- *Design Flow and Loading Determination Guidelines*, Minnesota Pollution Control Agency.

Sewer pipe:

Yes	No	N/A	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project only include work on a lift station or pump station? If yes, go to questions No. 24.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are all sewers designed without an overflow or bypass point?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Are all gravity sewers at least eight inches in diameter? (<i>Answer N/A only if there are no gravity sewers.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are all sewers sufficiently deep to receive wastewater from basements and to prevent freezing, or is insulation provided for sewers that are not placed at a depth to prevent freezing?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Is all nonconductive sewer pipe designed to be installed with a locate wire or equally effective means of marking the location in accordance with Minn. R. 7560.0150? Additional information for this rule can be obtained from the Minnesota Office of Pipeline Safety website at https://dps.mn.gov/divisions/ops/Pages/default.aspx or by calling 651-296-9636.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5. If there are sewers that cross or enter any water body, has the Minnesota Department of Natural Resources (DNR) been contacted to determine if the project will require a permit for construction? (<i>Answer N/A only if there are no sewers located in a water body.</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. If the project has the potential to adversely impact wetlands, has a permit or approval from another official statewide program (U.S. Army Corps of Engineers, DNR, or Minnesota Wetlands Conservation Act) been issued to specifically address the project? (<i>Answer N/A only if there are no impacts to wetlands.</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. Do the design plans and specification contain specific size and location requirements for reaction blocking or pipe restraint to withstand water hammer and other cyclic reversal of stresses associated with lift station operation? (<i>Answer N/A only if there are no pressure sewers.</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8. Is there an air relief or vacuum relief valve provided at all high points in force mains? (<i>Answer N/A only if there are no pressure sewers.</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9. Are grinder pumps or other solids removal equipment included for any force main that is less than 4 inches in diameter? (<i>Answer N/A only if there is no pressure sewer or force main less than 4 inches.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Are all sewers designed with mean velocities when flowing full, of at least 2.0 feet per second, based on Manning's formula using an "n" value of 0.013?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Is the slope of 8-inch diameter gravity sewer at least 0.40 percent; 10-inch diameter sewer at least 0.28 percent; 12-inch diameter sewer at least 0.22 percent; 14-inch diameter sewer at least 0.17 percent; 15-inch diameter sewer at least 0.15 percent; 16-inch diameter sewer at least 0.14 percent; and 18-inch diameter sewer at least 0.12 percent? The pipe diameter and slope shall be selected to obtain the greatest practical velocities to minimize settling problems. Oversizing sewers to achieve flatter slopes should not be done. If proposed slopes are less than those listed above, what is the depth of flow and velocity of flow at the average wet weather flow and peak hourly wet weather flow (PHWW) for affected pipe sections?

Sewer pipe (continued):

Yes	No	N/A	
			If sewer grades are less than those listed above, sedimentation problems, frequent sewer maintenance, and backups may result. All sewers with a slope less than the minimums listed above must be cleaned at least once per year to ensure problems do not develop and to develop a site specific maintenance interval. <i>(Answer N/A only if no gravity sewer.)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		12. Are individual service connections to the sewer designed to be water tight and do not protrude into the sewer?
<input checked="" type="checkbox"/>	<input type="checkbox"/>		13. Are all gravity and pressure sewer pipes and water supply pipe separated horizontally by at least 10 feet and vertically by at least 1.5 feet when crossing? If these separation distances cannot be obtained, has approval from the Minnesota Department of Health (MDH) and/or the Department of Labor and Industry (DLI) been granted.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	14. Has an application for water supply and/or building sewer construction been submitted to the MDH or DLI? <i>(Answer N/A only if there is no water supply piping included with this project.)</i> Any project that involves the construction of water supply pipes may also require a permit from the MDH or the DLI. For additional information refer to the MDH website at http://www.health.state.mn.us/divs/eh/water/index.html or the DLI website at http://www.dli.mn.gov/CCLD/Plumbing.asp .
<input checked="" type="checkbox"/>	<input type="checkbox"/>		15. Has an inventory of all wells on all properties in the project area been completed, and will all wells be at least 50 feet from buried sewers, lift stations and grinder stations, as required by Minn. R. ch. 4725 (Minnesota Well Code)? For more information on well setbacks and exceptions to the 50-foot requirement, refer to the MDH website at http://www.health.state.mn.us/divs/eh/wells/index.html or contact the MDH Well Management Section at 651-201-4600 or 1-800-383-9808.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Are all manholes at least 48 inches in diameter? <i>(Answer N/A only if there are no manholes.)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Are all manholes constructed to prevent surface water run off from entering through the cover? <i>(Answer N/A only if there are no manholes.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	18. Are drop manholes used at locations where the sewer pipe enters the manhole at an elevation of 24 inches or more above the manhole invert? <i>(Answer N/A only if sewer pipes enter at an elevation less than 24 inches.)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Is the spacing between manholes 400 feet or less or if the spacing is greater than 400 feet, do operation and maintenance personnel have access to adequate cleaning equipment that can accommodate the spacing? <i>(Answer N/A only if all pressure sewer.)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		20. Will a leakage test be performed to demonstrate watertightness of the sewer pipes?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Will a deflection test be performed on all plastic gravity sewer after the pipe has been in place for at least 30 days? <i>(Answer N/A only if televising or other method is used instead.)</i>
<input checked="" type="checkbox"/>		<input type="checkbox"/>	22. Will sewer line televising be performed? <i>(Answer only as Yes or N/A.)</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>		23. Have questions No. 1 through No. 22 been answered as Yes or N/A?

Lift stations:

Yes	No	N/A	
<input type="checkbox"/>		<input checked="" type="checkbox"/>	Does the project include any work on a lift station? (Answer N/A only if there is no work on a lift station as part of this project and proceed to question No. 46 and answer Yes.)
<input type="checkbox"/>	<input type="checkbox"/>		24. Will the lift station be fully operational and accessible during a 25-year flood?
<input type="checkbox"/>	<input type="checkbox"/>		25. Will the lift station structural, electrical and mechanical equipment be protected from physical damage during at 100-year flood?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Where high ground water conditions are anticipated, has the buoyancy of the lift station structure been considered and adequate provisions made to protect the structures? <i>(Answer N/A only if high ground water conditions are not anticipated.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. Are wet wells and dry wells completely separated and common walls are gas tight? <i>(Answer N/A only if no dry well is included)</i>
<input type="checkbox"/>	<input type="checkbox"/>		28. Are multiple pumps provided such that with any unit out of service, the remaining units have capacity to handle the design peak hourly wet weather flow?
<input type="checkbox"/>	<input type="checkbox"/>		29. Are all pumps capable of passing spheres of at 3 inches in diameter?
<input type="checkbox"/>	<input type="checkbox"/>		30. Are all pump suction and discharge openings at least 4 inches in diameter?

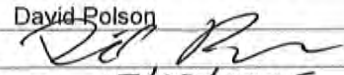
Lift stations (continued):

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		31. Are all electrical components in raw wastewater wet wells in compliance with National Electrical Code requirements for Class I Group D, Division 1 locations?
<input type="checkbox"/>	<input type="checkbox"/>		32. There are no bypass or overflow pipes from the wet well?
<input type="checkbox"/>	<input type="checkbox"/>		33. Are suitable shutoff and check valves placed on the discharge line of each pump?
<input type="checkbox"/>	<input type="checkbox"/>		34. Are check valves located between the shutoff valve and the pump?
<input type="checkbox"/>	<input type="checkbox"/>		35. Are check valves placed in the horizontal position, except ball valves which may be placed vertically?
<input type="checkbox"/>	<input type="checkbox"/>		36. Are shutoff and check valves for submersible pump lift stations located in a separate valve pit? If a separate valve pit is not provided, are all valves easily accessible for maintenance?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	37. If a drain line is provided between a valve pit or dry well and a wet well, is the drain line equipped with a gas and water tight valve or extended below the low water level in the wet well to prevent entry of hazardous gases to the valve pit? (Answer N/A only if a drain line is not included.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38. If continuous wet well ventilation is provided, are at least 12 complete air changes per hour provided? (Answer N/A only if submersible pump lift station.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	39. If intermittent wet well ventilation is provided, are at least 30 complete air changes per hour provided? (Answer N/A only if submersible pump lift station.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40. If continuous dry well ventilation is provided, are at least 6 complete air changes per hour provided? (Answer N/A only if submersible pump lift station.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	41. If intermittent dry well ventilation is provided, are at least 30 complete air changes per hour for 10 minutes and 6 complete air changes per hour thereafter provided? (Answer N/A only if submersible pump lift station.)
<input type="checkbox"/>	<input type="checkbox"/>		42. Are provisions for flow measurement provided? Type: _____
<input type="checkbox"/>	<input type="checkbox"/>		43. Are a sufficient number of running time meters provided to record when each pump is running and when multiple pumps are running at the same time?
<input type="checkbox"/>	<input type="checkbox"/>		44. Is an appropriate alarm system provided to indicate power failure, pump failure, unauthorized entry, or other malfunction? Type of alarm: _____
<input type="checkbox"/>	<input type="checkbox"/>		45. Are provisions included for emergency operation to prevent the bypassing or backup of sewage? Emergency pumping capability may be accomplished by connection to at least two independent utility substations, or by provision of portable or in-place electrical generation, or by portable pumping equipment? Type: _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>		46. Have questions No. 24 through No. 45 been answered as Yes or N/A?

Fast track certification statement (Do not submit plans and specifications)

Yes - "I certify under penalty of law that I am a licensed professional engineer and that this document was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

By typing my name in the following box I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my application.

Print name: David Polson Title: Civil Engineer
 Signature:  Check if document has been electronically signed.
 Date (mm/dd/yyyy): 07/08/2025 PE Registration No.: 57246

Justification for questions answered "No" (attach additional pages if needed):

Section number	Justification for variation
14	Local jurisdiction has reviewed water supply and building sewer construction
23	Question 14 was answered "No", see above

Instructions: The following questions are designed to help you and the Minnesota Pollution Control Agency (MPCA) staff determine if your project requires environmental review before proceeding with the permitting process. If you need help with this form or have questions about environmental review, please contact MPCA staff at 651-296-6300 or via email at env.review.pca@state.mn.us.

Submittal: To avoid unnecessary and costly delays in your project, complete and submit this form with your permit application.

Important note: Under Environmental Quality Board (EQB) Rules, a project may not begin construction and no final government decisions may be made to grant a permit, approve a project, or begin a project until the environmental review process is complete.

Part A: Permitting information

Name of project: Fountain Gate Drive Sewer Extension

City: Duluth County: St. Louis

Contact name: David Polson Contact phone number: 218-279-2242

Email address: David.Polson@LHBcorp.com

1. List all MPCA permit(s) that may be needed for this project:

Sanitary Sewer Extension Permit

2. Is this permit application for reissuance **only*** of an existing permit? Yes No

If this project involves any physical alterations, construction projects or operational changes to the facility or process you must answer **No.*

3. Provide a project description:

Construction of 544' sanitary sewer main extension to serve 4 planned single family homes, with the possibility of an additional 4 single family homes being built in the future. There is currently no sanitary sewer main accessible to the lots slated for development.

Part B: Environmental Review

- | | Yes | No |
|---|--------------------------|-------------------------------------|
| 1. Are you required to prepare, are you preparing, or have you completed an Environmental Assessment Worksheet (EAW), Environmental Impact Statement (EIS), Alternative Urban Areawide Review (AUAR), or Federal Environmental Assessment (EA) for any responsible governmental unit (RGU) other than the MPCA (e.g., city, township, county, state or federal agency) as part of this project? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If yes, please identify the following:

RGU: _____

Type of Environmental Review document (EAW, EA, EIS, AUAR): _____

Other (specify): _____

If you answered "Yes" to either of the questions, you are finished. Please submit this form to the MPCA along with the permit application.

If you answered "No" to both of the above questions, please complete the remainder of the form, both part C and D. When completed, please submit this form to the MPCA along with the permit application.

Part C: The MPCA Environmental Review mandatory thresholds

(Minn. R. 4410.4300 and 4410.4400)

Answer each question to determine if your project meets or exceeds the mandatory thresholds for environmental review.

Does your project consist of:

		Yes	No
Subp. 2	Construction or expansion of a nuclear fuel or nuclear waste processing facility?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subp. 3	Construction of an electric power generating plant and associated facilities designed for or capable of operating at a capacity of 25 megawatts or more but less than 50 megawatts and for which an air permit from the MPCA is required?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subp. 4	Construction of a new or expansion of an existing petroleum refinery? If yes, complete Q1 and Q2.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q1: Are you constructing a new petroleum refinery?	<input type="checkbox"/>	<input type="checkbox"/>
	Q2: Are you expanding an existing petroleum refinery that increases its capacity by 10,000 or more barrels per day?	<input type="checkbox"/>	<input type="checkbox"/>
Subp.5A	Construction of a facility for the conversion of coal, peat, or other biomass sources to a gaseous, liquid, or solid fuel (this includes anaerobic digesters)? If yes, complete Q1.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q1: Are you constructing a facility for the conversion of coal, peat, or biomass sources to gaseous, liquid, or solid fuels if that facility has the capacity to utilize 25,000 dry tons or more per year of input?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 5B	Construction of a facility for the production of alcohol fuels? If yes, complete Q2 - Q4.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q2: Are you constructing a new fuel conversion facility for the production of alcohol fuels that would have the capacity to produce 5,000,000 or more gallons per year of alcohol?	<input type="checkbox"/>	<input type="checkbox"/>
	Q3: Are you constructing or expanding an alcohol fuel production facility located in the seven-county metro area that would have or would increase its capacity by 50,000,000 or more gallons per year?	<input type="checkbox"/>	<input type="checkbox"/>
	Q4: Are you constructing or expanding an alcohol fuel production facility located outside the seven-county metro area that produces more than 125,000,000 gallons per year?	<input type="checkbox"/>	<input type="checkbox"/>
Subp.8A	Construction or expansion of a coal transfer facility? If yes, complete Q1 and Q2.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q1: Are you constructing a facility designed for or capable of transferring 300 tons or more of coal per hour or with an annual throughput of 500,000 tons of coal from one mode of transportation to a similar or different mode of transportation?	<input type="checkbox"/>	<input type="checkbox"/>
	Q2: Are you expanding an existing facility designed for or capable of transferring 300 tons or more of coal per hour or with an annual throughput of 500,000 tons of coal from one mode of transportation to a similar or different mode of transportation?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 8B	Construction or expansion of a hazardous materials transfer facility? If yes, complete Q3 and Q4.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q3: Are you constructing a new facility for the bulk transfer of hazardous materials with the capacity of 10,000 or more gallons per transfer and is the facility is located in a shoreland area, delineated flood plain, a state or federally designated wild and scenic rivers district, Minnesota River Project Riverbend area, or the Mississippi headwaters area?	<input type="checkbox"/>	<input type="checkbox"/>
	Q4: Are you expanding an existing facility, by 50 percent or more, for the bulk transfer of hazardous materials with the capacity of 10,000 or more gallons per transfer and is the facility is located in a shoreland area, delineated flood plain, a state or federally designated wild and scenic rivers district, Minnesota River Project Riverbend area, or the Mississippi headwaters area?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 10A	Construction or expansion of a storage facility for coal? If yes, complete Q1.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q1: Are you constructing or expanding a facility designed for or capable of storing more than 7,500 tons of coal or with an annual throughput of more than 125,000 tons of coal?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 10B	Construction of a facility for the storage of hazardous materials? If yes, complete Q2.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q2: Are you constructing a new major facility, as defined in Minn. R. 7151.1200 that results in a designed storage capacity of 1,000,000 gallons or more of hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>
Supb. 10C Subp. 10D	Expansion of a facility for the storage of hazardous materials? If yes, complete Q3 and Q4.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q3: Are you expanding an existing major facility, as defined in Minn. R. 7151.1200, with a designed storage capacity of 1,000,000 gallons or more of hazardous materials and the expansion adds a net increase of 1,000,000 gallons or more of a hazardous material?	<input type="checkbox"/>	<input type="checkbox"/>
	Q4: Are you expanding a facility that has less than 1,000,000 gallons in total designed storage capacity of hazardous materials when the net increase in designed storage capacity results in 1,000,000 gallons or more of hazardous materials?		

Answer each question to determine if your project meets or exceeds the mandatory thresholds for environmental review.

Does your project consist of:

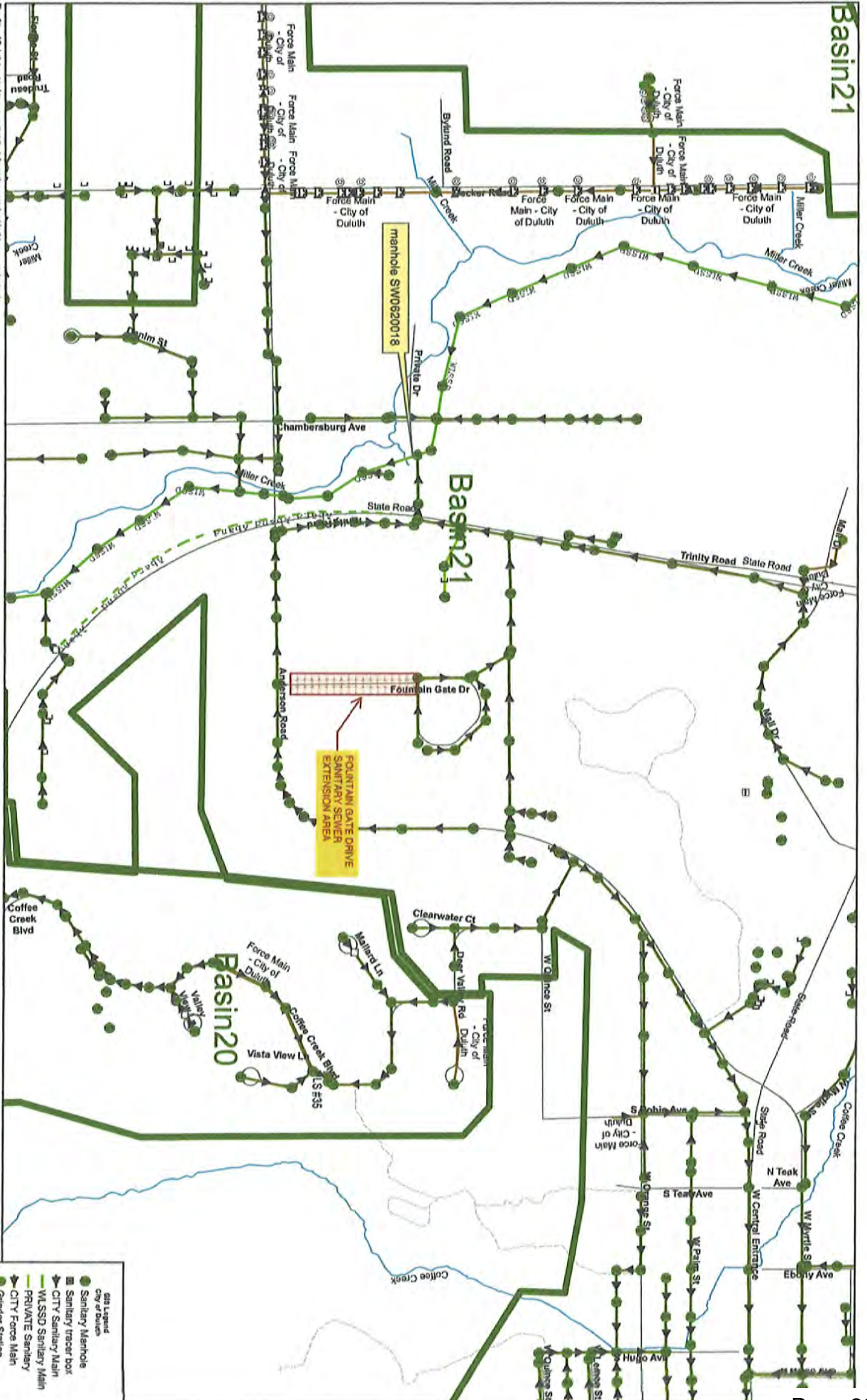
		Yes	No
Subp. 10H	Construction or expansion of a facility that will store silica sand? If yes, complete Q4.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q4: Are you constructing a facility designed for or capable of storing on a single site 7,500 tons or more of silica sand or has an annual throughput of more than 200,000 tons of silica sand?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 13	Construction or expansion of a paper or pulp processing facility? If yes, complete Q1 and Q2.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q1: Are you expanding an existing paper or pulp processing facility that will increase its production capacity by 50 percent or more?	<input type="checkbox"/>	<input type="checkbox"/>
	Q2: Are you constructing a new paper or pulp processing facility?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 15	Construction or modification of a stationary source of air emissions resulting in an increase in air emissions or greenhouse gases? If yes, complete Q1 and Q2.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q1: Are you constructing or modifying a stationary emission source that will emit 250 tons per year or more of a single air pollutant after the installation of air pollution control equipment?	<input type="checkbox"/>	<input type="checkbox"/>
	Q2: Are you constructing or modifying a stationary source facility that generates a combined 100,000 tons or more per year of greenhouse gas emissions, expressed as carbon dioxide equivalents, after the installation of air pollution control equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 16	Construction or expansion of a hazardous waste disposal facility? If yes, complete Q1 - Q5.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q1: Are you constructing or expanding a hazardous waste disposal facility?	<input type="checkbox"/>	<input type="checkbox"/>
	Q2: Are you constructing a new facility for hazardous waste storage or treatment that is generating or receiving 1,000 kilograms or more per month of hazardous waste or one kilogram or more per month of acute hazardous waste?	<input type="checkbox"/>	<input type="checkbox"/>
	Q3: Are you expanding an existing facility for hazardous waste storage or treatment that increases its capacity by 10 percent or more?	<input type="checkbox"/>	<input type="checkbox"/>
	Q4: Are you constructing or expanding a facility that sells hazardous waste storage services to generators other than the owner and operator of the facility or a facility at which a generator's own hazardous wastes will be stored for a time period in excess of 90 days and the facility is located in a water-related land use management district, or in an area characterized by soluble bedrock?	<input type="checkbox"/>	<input type="checkbox"/>
	Q5: Are you constructing or expanding a hazardous waste disposal, storage or treatment facility in a water-related land use management district or in an area characterized by soluble bedrock?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 17	Construction or expansion of a mixed municipal solid waste disposal, transfer, energy recovery, or compost facility? If yes, complete Q1 - Q9.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q1: Are you constructing a mixed municipal solid waste land disposal facility for up to 100,000 cubic yards of waste fill per year?	<input type="checkbox"/>	<input type="checkbox"/>
	Q2: Are you constructing a mixed municipal solid waste land disposal facility for 100,000 cubic yards or more of waste fill per year?	<input type="checkbox"/>	<input type="checkbox"/>
	Q3: Are you expanding by 25 percent or more of previously permitted capacity of a mixed municipal solid waste land disposal facility for up to 100,000 cubic yards of waste fill per year?	<input type="checkbox"/>	<input type="checkbox"/>
	Q4: Are you constructing or expanding a mixed municipal solid waste land disposal facility in a water-related land use management district or in an area characterized by soluble bedrock?	<input type="checkbox"/>	<input type="checkbox"/>
	Q5: Are you constructing or expanding a mixed municipal solid waste transfer station for 300,000 or more cubic yards per year?	<input type="checkbox"/>	<input type="checkbox"/>
	Q6: Are you constructing or expanding a mixed municipal solid waste energy recovery facility or incinerator, or the utilization of an existing facility for the combustion of mixed municipal solid waste or refuse-derived fuel, with a capacity of 30 or more tons per day of input?	<input type="checkbox"/>	<input type="checkbox"/>
	Q7: Are you constructing or expanding a mixed municipal solid waste compost facility or a refused-derived fuel production facility with a permitted capacity of 50 or more tons per day of input?	<input type="checkbox"/>	<input type="checkbox"/>
	Q8: Are you expanding a mixed municipal solid waste land disposal facility for 100,000 cubic yards or more of waste fill per year by at least 10 percent but less than 25 percent?	<input type="checkbox"/>	<input type="checkbox"/>
	Q9: Are you constructing or expanding a mixed municipal solid waste energy recovery facility ash landfill receiving ash from an incinerator that burns refuse-derived fuel or mixed municipal solid waste?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 18A	Expansion, modification, or replacement of a municipal sewage collection system? If yes, complete Q1 and Q2.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Subp. 18B	Q1: If you are discharging to a wastewater treatment facility with a capacity of less than 20,000,000 gallons per day, are you expanding, modifying, or replacing a municipal sewage collection system that will result in an increase in design average daily flow of 1,000,000 gallons per day or more?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Answer each question to determine if your project meets or exceeds the mandatory thresholds for environmental review.		Yes	No
Does your project consist of:			
	Q2: If you are discharging to a wastewater treatment facility with a capacity greater than 20,000,000 gallons per day , are you expanding, modifying, or replacing a municipal sewage collection system that will result in an increase in design average daily flow of 2,000,000 gallons per day or more?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subp. 18C	Expansion or reconstruction of an existing municipal or domestic wastewater treatment facility? If yes, complete Q3.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q3: Are you expanding or reconstructing an existing municipal or domestic wastewater treatment facility that will result in an increase in capacity by 50 percent or more and by at least 200,000 gallons per day of its average wet weather design flow capacity?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 18D	Construction of a new municipal or domestic wastewater treatment facility? If yes, complete Q4.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q4: Are you constructing a new municipal or domestic wastewater treatment facility with an average wet weather design flow capacity of 200,000 gallons per day or more?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 18E	Expansion or modification of an existing industrial process wastewater treatment facility? If yes, complete Q5.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q5: Are you expanding or modifying an existing industrial process wastewater treatment facility that increases the facilities design flow capacity by 50 percent or more and by at least 200,000 gallons per day or more?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 18F	Construction of a new industrial process wastewater treatment facility? If yes, complete Q6.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q6: Are you constructing a new industrial process wastewater treatment facility with a design flow capacity of 200,000 gallons per day or more, or 5,000,000 gallons per month or more, or 20,000,000 gallons per year or more?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 25	Incineration of wastes containing Polychlorinated Biphenyls (PCBs)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subp. 29	Construction or expansion of an animal feedlot facility? If yes, complete Q1 and Q2.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q1: Are you constructing an animal feedlot facility with a capacity of 1,000 animal units or more?	<input type="checkbox"/>	<input type="checkbox"/>
	Q2: Are you expanding an animal feedlot by 1,000 animal units or more? If "Yes" to Q1 or Q2, proceed to Part D. If "No", proceed to Q3.	<input type="checkbox"/>	<input type="checkbox"/>
	Q3: Are you constructing or expanding an animal feedlot facility by more than 500 animal units? If "No" to Q3, proceed to Part D. If "Yes", proceed to Q4.	<input type="checkbox"/>	<input type="checkbox"/>
	Q4: Is the existing or proposed facility located wholly or partially in any of the following sensitive locations:		
	Shoreland or delineated floodplain?	<input type="checkbox"/>	<input type="checkbox"/>
	A state or federally designated wild and scenic river district?	<input type="checkbox"/>	<input type="checkbox"/>
	The Minnesota River Project Riverbend Area?	<input type="checkbox"/>	<input type="checkbox"/>
	The Mississippi Headwaters Area?	<input type="checkbox"/>	<input type="checkbox"/>
	A drinking water supply management area?	<input type="checkbox"/>	<input type="checkbox"/>
	Within 1000 feet of a sinkhole, cave, resurgent spring, disappearing spring, Karst window, blind valley or dry valley?	<input type="checkbox"/>	<input type="checkbox"/>

Part D: Phased or connected actions (Minn. R. 4410.1000)

Answer each question to determine if your project could be a phased or connected action. Multiple projects and multiple stages of a single project must be considered in total when determining the need for an EAW or EIS.		Yes	No
A.	Has a previous phase of this project been conducted in the last three years?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B.	Are you planning an expansion or another phase of this project within the next three years?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C.	Do you have other existing facilities or proposed projects that may affect the same geographic area as this project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	If yes, what is the linear distance between the existing facilities or proposed project(s) and this project?:		
D.	Is this project a prerequisite for another project, whether by you or another entity?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E.	Is this project part of a larger project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Basin21



The City of Duluth has had to ensure that the information contained in this map of approximate location is accurate. The City of Duluth makes no warranty or guarantee concerning the accuracy or reliability. This drawing is a highly recorded map not a survey and is not intended to be used as such. The drawings are a compilation of records, information and data as to be used for reference purposes only. The City of Duluth shall not be liable for errors or omissions within this data provided or for any damages in connection with the use of this information contained herein.

The City of Duluth has had to ensure that the information contained in this map of approximate location is accurate. The City of Duluth makes no warranty or guarantee concerning the accuracy or reliability. This drawing is a highly recorded map not a survey and is not intended to be used as such. The drawings are a compilation of records, information and data as to be used for reference purposes only. The City of Duluth shall not be liable for errors or omissions within this data provided or for any damages in connection with the use of this information contained herein.



City of Duluth
Public Works & Utilities

Date: 6/20/2025

The aerial photo in this map is APPROXIMATELY lined up with the parcel and right of way lines

- GIS Legend**
- City of Duluth
 - Sanitary Manhole
 - Sanitary tracer box
 - CITY Sanitary Main
 - WLSSD Sanitary Main
 - PRIVATE Sanitary
 - CITY Force Main
 - Gender Station
 - Value Vault
 - Liit Station
 - ABANDONED Sanitary Main

Design flow determination worksheet

Project name:
 Location:
 Completed by: Date:
 Consultant:

Text input cell - green
 Number input cell - blue
 Calculation cell - no color

(A) Determination of peak hourly wet weather design flows (PHWW):

	action	Gallons per day	Source
1 Present peak hourly dry weather flow		0	DMR Data
2 Present peak hourly flow during high ground water period (no runoff)		0	Estimate
3 Present peak hourly dry weather flow [same as (1)]	-	0	
4 Present peak hourly infiltration [(2)-(4)]	=	0	Estimate
5 Present hourly flow during high ground water period and runoff at point of greatest distance between Curves Y and Z			Estimate
6 Present hourly flow during high ground water (no runoff) at same time of day as (5) measurement	-		Estimate
7 Present peak hourly inflow	=	0	Estimate
8 Present peak hourly inflow adjusted for a 5-year 1-hour rainfall event			Estimate
9 Present peak hourly infiltration [same as (4)]		0	Estimate
10 Peak hourly infiltration cost effective to eliminate	-		
11 Peak hourly infiltration after rehabilitation (where rehabilitation is cost effective)	=	0	Estimate
12 Present peak hourly adjusted inflow [same as (8)]			Estimate
13 Peak hourly inflow cost effective to eliminate	-		
14 Peak hourly inflow after rehabilitation (where rehabilitation is cost effective)	=	0	Estimate
15 Population increase: <input type="text" value="32"/> persons @ <input type="text" value="100"/> gpcd multiplied by 2.5 (peaking factor)		8,000	
16 Peak hourly flow from planned industrial increase		0	
17 Estimated peak hourly flow from future unidentified industries		0	
18 Peak hourly flow from other future increases		0	
19 Peak hourly wet weather design flow [(1)+(11)+(14)+(15)+(16)+(17)+(18)]	=	8,000	Estimate

(B) Determination of peak instantaneous wet weather design flow (PIWW):

		Gallons Per Day	Source
20 Peak hourly wet weather design flow [same as (19)]		8,000	Estimate
21 Present peak hourly inflow adjusted for a 5-year 1-hour rainfall event [same as (8)]	-	-	Estimate
22 Present peak inflow adjusted for a 25-year 1-hour rainfall event	+		Estimate
23 Peak instantaneous wet weather design flow	=	8,000	Estimate

(C) Determination of average dry weather design flow (ADW):

		Gallons Per Day	Source
24 Present average dry weather flow			DMR Data
25 Population increase: <input type="text" value="32"/> persons @ <input type="text" value="100"/> gpcd		3,200	
26 Average flow from planned industrial increase	+	-	
27 Estimated average flow from other future unidentified industries	+	-	
28 Average flow from other future increases	+	-	
29 Average dry weather design flow [(24)+(25)+(26)+(27)+(28)]	=	3,200	

(D) Determination of average wet weather design flow (AWW):

		Gallons Per Day	Source
(30 day average for mechanical plants, 180 day average for controlled discharge ponds)			
30 Present average dry weather flow			DMR Data
31 Average infiltration after rehabilitation (where rehabilitation is cost effective)	+		Estimate
32 Average inflow after rehabilitation (where rehabilitation is cost effective)	+		Estimate
33 Population increase: <input type="text" value="32"/> persons @ <input type="text" value="100"/> gpcd	+	3,200	
34 Average flow from planned industrial increase	+		
35 Estimated average flow from other future unidentified industries	+		
36 Average flow from other future increases	+		
37 Average wet weather design flow [(30)+(31)+(32)+(33)+(34)+(35)+(36)]	=	3,200	DMR Data

(E) Critical data (including a graphical display similar to Figure 1), methodology, and a discussion on the following items shall be included with the above calculations:

- 38 Dates during which actual flow data was recorded and its probable degree of accuracy.
- 39 Ground water elevation data relative to the collection system, during the time period when flow data was recorded.
- 40 Rainfall data during the time period when flow data was recorded and how the amount of rainfall compares to normal seasons.
- 41 Probable degree of accuracy of flow reduction due to proposed or completed I/I correction or elimination of bypasses.

Design loading determination worksheet

Project name: Fountain Gate Drive Sewer Extension
 Location: Duluth, MN
 Completed by: David Polson
 Consultant: LHB, Inc
 Date: 7/8/2025

Intentionally Blank
 Input Cell - blue
 Calculation cell - no color

		Value	units	ADW	AWW
Residential waste	Population	32	people		
	Flow, GPD/person	100	gpd/person	flow from table 3 (editable)	flow from table 3 (editable)
	Flow, GPD (total)	3,200		3,200	3,200
	BOD ₅ , #/day	5	mg/l	0.1	0.1
	TSS, #/day	6	mg/l	0.2	0.2
	NH ₃ -N, #/day	1	mg/l	0.0	0.0
	P, #/day	7	mg/l	0.2	0.2
Out-of-town students and workers	Number		people		
	Flow, GPD		gpd/person	0	0
	BOD ₅ , #/day		mg/l	0.0	0.0
	TSS, #/day		mg/l	0.0	0.0
	NH ₃ -N, #/day		mg/l	0.0	0.0
	P, #/day		mg/l	0.0	0.0
Seasonal residents	Number		people		
	Flow, GPD		gpd/person	0	0
	BOD ₅ , #/day		mg/l	0.0	0.0
	TSS, #/day		mg/l	0.0	0.0
	NH ₃ -N, #/day		mg/l	0.0	0.0
	P, #/day		mg/l	0.0	0.0
Industrial	Flow, GPD		GPD		
	Rated Flow, GPD		gpd/person	0	0
	BOD ₅ , #/day		mg/l	0.0	0.0
	TSS, #/day		mg/l	0.0	0.0
	NH ₃ -N, #/day		mg/l	0.0	0.0
	P, #/day		mg/l	0.0	0.0
Other (Specify)	Flow, GPD		GPD		
	Rated Flow, GPD		GPD	0	0
	BOD ₅ , #/day		mg/l	0.0	0.0
	TSS, #/day		mg/l	0.0	0.0
	NH ₃ -N, #/day		mg/l	0.0	0.0
	P, #/day		mg/l	0.0	0.0
Infiltration (in addition to Table 2 amount, if applicable)	GPD				
Inflow (in addition to Table 2 amount, if applicable)	GPD				
Total	Flow, GPD			3,200.0	3,200.0
	BOD ₅ , mg/l			5.4	5.4
	BOD ₅ , #/day			0.1	0.1
	TSS, mg/l			6.4	6.4
	TSS, #/day			0.2	0.2
	NH ₃ -N, mg/l			1.2	1.2
	NH ₃ -N, #/day			0.0	0.0
	P, mg/l			6.7	6.7
P, #/day			0.2	0.2	

Design flow and loading summary table

Project name	Fountain Gate Drive Sewer Extension			Text input - green
Location	Duluth, MN			Number input - blue
Completed by	David Polson			7/8/2025
Consultant	LHB, Inc			
Population	32			Calculation - no color

flow from table 2

PHWW	8,000 gpd	0.008 mgd
PIWW	8,000 gpd	0.008 mgd
ADW	3,200 gpd	0.003 mgd
AWW	3,200 gpd	0.003 mgd

mg/l based on AWW flow

BOD	5 #/day	203.8 mg/l
TSS	6 #/day	239.8 mg/l
Phos	7 #/day	250.2 mg/l
Nitrogen	1 #/day	43.2 mg/l

Others (list)	#/day	0.0 mg/l
Others (list)	#/day	0.0 mg/l
Others (list)	#/day	0.0 mg/l
Others (list)	#/day	0.0 mg/l
Others (list)	#/day	0.0 mg/l
Others (list)	#/day	0.0 mg/l
Others (list)	#/day	0.0 mg/l

Memo

To: Board of Directors
From: Operations and Planning Committee
Date: July 18, 2025
Subject: Sanitary Sewer Extension – City of Duluth (Welch Place Apartments)

Project Background

This City of Duluth project consists of an approximately 38-foot extension of 8-inch PVC municipal sanitary sewer main. The project is located at the intersection of 52nd Avenue W. and the western driveway entrance to Menards. The project request is to extend utilities to serve the new 30-unit Welch Place Apartment Building.

The estimated flow increase for this request is approximately 3,000 gallons per day. The proposed sewer extension will result in new flow through the City of Duluth collection system into the District's Bayview Heights Interceptor through a connection made into WLSSD manhole BV019. The City of Duluth is currently in compliance with the WLSSD Ordinance Establishing Standards for Reduction of Inflow and Infiltration. The project will have minimal impact on the capacity of the downstream collection system.

Recommendation

The Operations and Planning Committee recommends the Board approve the City of Duluth sewer extension permit application for Welch Place Apartments subject to the following conditions:

1. Hold a pre-construction meeting and inform District staff of the time and date in advance in order to arrange attendance
2. Contact District staff a minimum one-week in advance of beginning the work involving installation of connection (contact Dusty Royseth at 218-740-4827)
3. Maintain the integrity of existing District assets during and upon completion of the work
4. Work must not allow disruption to the operations without pre-approval and coordination with District staff
5. Submit detailed record drawings of any portion of the work that resulted in modifications of and adjacent to District assets. Submit record drawings to Tyler Johnson at tyler.johnson@wlssd.com
6. Maintain a minimum 1-year warranty of the work
7. Contain odors during the course of the work



Sanitary Sewer Extension Permit Application Western Lake Superior Sanitary District (WLSSD)

Address: 2626 Courtland Street – Duluth, MN 55806-1894
Phone: 218-722-3336 **Fax:** 218-727-7471 **Web:** www.wlssd.com

Instructions for Application Submittal

- Submit completed application and required supporting documents and fees to: *Western Lake Superior Sanitary District, ATTN: Planning Department, 2626 Courtland Street, Duluth, MN 55806-1894*
- WLSSD Sanitary Sewer Extension Permit Application can be found at: <https://wlssd.com/doing-business/sewer-extensions/modifications/>
- Applications must be submitted a minimum of 14 days prior to scheduled WLSSD Planning Committee meetings (typically 3rd Tuesday of each month) in order to be on the meeting agenda
- A completed Minnesota Pollution Control Agency (MPCA) Sanitary Sewer Extension Permit Application and supporting documents must be submitted along with the WLSSD application form. Information on the MPCA application can be found at: <https://www.pca.state.mn.us/water/wastewater-permit-forms>
- A WLSSD staff review will be conducted upon receipt of the completed applications. Incomplete applications will be returned to applicant for resubmittal
- Completed applications will be reviewed by the WLSSD Planning Committee and if approved forwarded to the full WLSSD Board of Directors for consideration. The WLSSD Board convenes at 5:00 P.M. on the third or fourth Monday of the month in the WLSSD Administration Building at 2626 Courtland Street, Duluth MN. The complete District Board meeting schedule can be found at www.wlssd.com
- Should the WLSSD Board approve the extension request, the applications and fees will be forwarded by WLSSD to the MPCA for review
- Should the WLSSD deny the application it will be returned to the applicant stating the reasons for denial

Information for Question #2 on MPCA Sanitary Sewer Extension Permit Application (Connections and Flow Components)

- 2A. Design Average Wet Weather (AWW) flow: **48.4 MGD**
- 2B. Actual current annual average daily flow received in the past 12 months: **36.62 MGD**
- 2C. Percent of design flow: **75.70%**

Project Contact Information

1. Project Title: **Welch Sewer Extension**

2. Project Proposer Contact:

Contact Name: *Nancy Cashman*
 Title: *Exec Director*
 Name of Firm/Organization: *Center City Housing Corp.*
 Address: *105 1/2 W 1st St. Duluth 55802*
 Phone: *218 428 5351*
 Email: *ncashman@centercityhousing.org*

3. Design Engineer Contact:

Contact Name: **David Polson**
 Title: **Civil Engineer**
 Name of Firm/Organization: **LHB, Inc**
 Address: **21 W Superior Street, Duluth MN 55802**
 Phone: **218-279-2242**
 Email: **David.Polson@LHBcorp.com**

4. Authorized City/Township/Sanitary District Contact:

Contact Name: Howard Smith
Title: Chief Utility Engineer
Name of Firm/Organization: City of Duluth
Address: 411 West 1st Street, Duluth MN 55802
Phone: 218-730-5092
Email: hsmith@DuluthMN.gov

Proposed Project Details

1. Description of Proposed Project:

Construction of 38' sanitary sewer main extension to serve Welch Place Apartments. There is currently no sanitary sewer main accessible to the apartments, but the surrounding area is built out and served by City of Duluth sanitary sewer.

2. Location of Proposed Project:

Intersection of 52nd Ave W and western driveway entrance to Menards.
531 N 52nd Ave W

3. Describe the existing and future areas to be served by this extension:

The existing area to be served by the extension would be the new Welch Place Apartments. There are minimal to no future areas that would be served, this is the only lot in the area within practical distance of the proposed main extension that can be developed.

4. Describe how this project is consistent with local land use plans:

The main extension will provide sanitary sewer access to a new apartment building on a vacant lot. Most if not all other lots in the surrounding neighborhood have access to City of Duluth owned sanitary sewer.

5. Where will the proposed flow enter into the WLSSD collection system?

Flow will enter WLSSD's system at the intersection of 52nd Ave West and the western driveway to Menards, at an existing WLSSD manhole.

6. Who will be responsible for future operations and maintenance of the new sewer infrastructure?

The City of Duluth will take ownership of the sanitary sewer main extension once constructed.

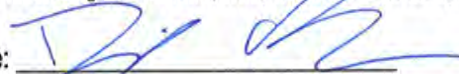
Information Required for a Complete Application

- Completed and signed WLSSD application form
- Completed and signed Minnesota Pollution Control Agency (application and required fee)
- Completed and attached *MPCA Design Flow and Loading Determination Worksheets*
<https://www.pca.state.mn.us/sites/default/files/wq-wwtp5-20a.xlsx>

Certifications

Project Engineer

"My signature verifies this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information evaluate the information submitted. The information submitted is to the best of my knowledge and belief, true, accurate and complete."

Signature:  Printed Name: David Polson License # 57246

Date: 7-9-2025

City or Township Representative:

I certify that:

- The proposed sewer extension is consistent with local community development/comprehensive plans
- The municipality is compliant with its Permitted Peak Flow and the WLSSD Inflow and Infiltration Ordinance
- The proposed sewer extension meets the requirements of the municipalities local sewer use ordinance with regard to management of fats, oils and grease (FOG)

"My signature, or the signature of a delegated official, represents the approval of this project's connection to the sewer system under my jurisdiction and is compliant with the statements above"

Signature:  Printed Name: HOWARD SMITH

Date: 7-9-2025

WLSSD CHECKLIST FOR SANITARY SEWER DESIGN SUBMITTALS

PROJECT LOCATION Welch Place, West Duluth
PROJECT TITLE Welch Place Sewer Extension

<u>Check Off (✓)</u>	<u>Description</u>	<u>Comments</u>
<u>✓</u>	1. General conformance with City Engineers Association of Minnesota Standard Utilities Specifications (CEAM)	
<u>✓</u>	2. Conformance with Municipal Peak Flow Standard	
<u>✓</u>	3. CEAM Section 2600 – Excavation/Restoration	
<u>✓</u>	a. Materials and foundation support	
<u>✓</u>	b. Construction Requirements including general provisions, materials disposal/reuse foundation requirements, and excavation limits/requirements. <ul style="list-style-type: none"> • Excavate 4” below proposed invert for granular bedding of pipe. • Width of pipe plus 2 ft for trench bottom • Sheet piling, shoring, and bracing per applicable regulations. 	
<u>✓</u>	c. Trenchless installation requirements for jacking, boring, or tunneling, if applicable.	
<u>✓</u>	d. Restoration to existing conditions including pavement and turf.	
<u>✓</u>	e. Maintenance and final cleanup requirements	
<u>✓</u>	4. CEAM Section 2621 – Sewer Installation	
<u>✓</u>	a. Pipe materials conformance: Indicate type <u>PVC</u> , <u>precast MH</u> , <u>CB</u> , and casting conformance.	
<u>✓</u>	b. Pipe installation requirements including placement, connection, appurtenances, structures, testing, and inspection.	
<u>✓</u>	c. Testing Requirements <ul style="list-style-type: none"> • Leakage testing by Air Test Method or Hydrostatic Method. • Deflection Test for flexible pipe. 	

- Remedies for test failures.

5. Supplemental Requirements (See Attached)

✓

✓

✓

✓

✓

- a. Full time inspection conformance, if applicable
- b. CCTV inspection conformance
- c. Trench backfill materials, compaction and testing
- d. Manhole installation:
 - 1. Flexible boot connectors for precast.
 - 2. Coatings for MH interiors (High Corrosion).
 - 3. Rim elevations match finish pavement.
 - 4. Connections to existing MH.
- e. Leakage testing of manholes (hydrostatic or vacuum)

NA, but will follow City inspection

ENGINEER

Signature: David Polson

Reg. No. 57246

Printed: David Polson

Sanitary Sewer Extension Permit Application

NPDES/SDS Permit Program

National Pollutant Discharge Elimination System (NPDES)/
State Disposal System (SDS) Permit Program

Doc Type: Permit Application

Information required for a complete application

Project information packet must include the following: To be considered a complete application, all of the following items must be included, or it will be deemed incomplete and returned. (Check the boxes to indicate that the information has been included.)

- Completed and properly signed *Application Form*. All questions must be answered and all necessary signatures included.
- Completed and executed *Design Certification for Sanitary Sewer Extension Plans and Specifications*.
- A location map or project site plan showing the area in which project construction will occur. The map shall be on 8½ x 11" paper. Please list the city of project location.
- [Environmental Review Pre-Screening Form](http://www.pca.state.mn.us/xqgx692) (p-ear1-08) found on the Minnesota Pollution Control Agency (MPCA) website at <http://www.pca.state.mn.us/xqgx692>.

MPCA Use Only	
AI ID #:	
SI ID#	
Date received:	
Check number:	
Facility name:	
SWX #:	
City:	
Fee:	<input type="checkbox"/> \$310 <input type="checkbox"/> \$620 <input type="checkbox"/> \$930

Required application fee (See below for fee calculation). Please make checks payable to: Minnesota Pollution Control Agency. Please check the box corresponding to the flow increase due to this project and include the applicable application fee. This value should correspond with the answer to question 1e.

- 0-0.1 MGD (1 point = \$310) >0.1-1.0 MGD (2 points = \$620) >1.0 MGD (3 points = \$930)

The following information may be required for your project:

Check the appropriate boxes if the information is required and included with your project information packet.

- Project is served by a Sanitary Sewer District or another city's wastewater treatment facility (WWTF).

Note: For projects connecting to a Metropolitan Council Environmental Services (MCES) facility, go to MCES website: [http://www.metrocouncil.org/Wastewater-Water/Services/Wastewater-Treatment-\(1\)/Sanitary-Sewer-Permits.aspx?source=child](http://www.metrocouncil.org/Wastewater-Water/Services/Wastewater-Treatment-(1)/Sanitary-Sewer-Permits.aspx?source=child)

Approval letter from MCES must be submitted with application to MPCA.

If above box is checked, one of the following boxes must also be checked:

- Authorized signature is included in signature 4 on signature page.
- Approval letter from Sanitary Sewer District or WWTF is attached.

Project information

Project title: Welch Sewer Extension

What city is the project primarily located: Duluth What county is the project primarily located: St. Louis

What collection system will the project connect to: Western Lake Superior Sanitary District
 • (This is usually the municipality that owns the sanitary sewer collection system.)

What wastewater treatment plant is the collection system named above connected to: Western Lake Superior Sanitary District
 • (The municipality that owns the collection system may have their own treatment plant or could be connected to wastewater treatment plant owned by another city or sanitary district.)

Have all questions on the *Design Certification for Sanitary Sewer Extension Plans and Specifications* been answered as "yes" or "NA"? Yes No

Are you pursuing Clean Water Revolving Fund financial assistance? Yes No
 If yes, plans and specifications must be submitted for MPCA review.

MPCA information

For additional information and forms see the MPCA's website at <http://www.pca.state.mn.us/enzq915> or by contacting the MPCA at 651-296-6300 or toll-free at 800-657-3864. You can also contact the Municipal Wastewater Section staff assigned to the city the project is in. A directory of office locations can be found at: <http://www.pca.state.mn.us/about/regions/index.html>.

Send project information packet to: **Fiscal Services – 6th floor, Minnesota Pollution Control Agency**
520 Lafayette Road North, St. Paul, MN 55155

Note: No project construction may begin until you are in receipt of the required permit(s) issued by the MPCA and as defined by law under Minn. Stat. § 115.07, subd. 3.

Contact information

All four contacts type fields must be completed. The same individual may be used for multiple types.

1. Project proposer name:

Contact name: Nancy Cashman Title: Exec Director
Name of firm or organization: Center City Housing
Mailing address: 105 1/2 W 1st Street
City: Duluth State: MN Zip code: 55802
Phone: 218-428-5351 Email: NCashman@centercityhousing.com

The proposer is the entity requesting consideration for the construct of the project. The proposer is often a developer or other private entity that is not the Permittee and will not be the ultimate owner of the sewer system. The Permittee, which is usually the municipality, may also propose projects.

2. Design engineer name for the project sewer system:

Contact name: David Polson Title: Civil Engineer
Name of firm or organization: LHB, Inc.
Mailing address: 21 W Superior Street
City: Duluth State: MN Zip code: 55802
Phone: 218-279-2242 Email: David.Polson@LHBcorp.com

3. Permittee authorized representative (collection system) contact information:

Contact name: Howard Smith Title: Chief Utility Engineer
Name of firm or organization: City of Duluth
Mailing address: 411 West 1st Street
City: Duluth State: MN Zip code: 55802
Phone: 218-730-5092 Email: hsmith@DuluthMN.gov

4. WWTP authorized representative contact information:

Contact name: _____ Title: _____
Name of firm or organization: _____
Mailing address: _____
City: _____ State: _____ Zip code: _____
Phone: _____ Email: _____

Connections and flows components

Complete these items with respect to how many connections are being requested for the proposed project. Project component types are defined as residential, commercial, industrial, and other. (Projects are often described in different ways, so the parameters have been selected as common quantities. Acres means the total area of the proposed project; Lots means the number of individual properties the area will be divided into, and REU means 'Residential Equivalent Unit', or unit equivalent to one home):

1. Project components

a. Residential

Number of homes: 27 (within 1 apartment building)
Design flow per home:
(gallons per day per home) 100
Total residential flow from project:
(gallons per day) 2700
Total residential BOD₅ from
proposed project: (pounds per day) 5

b. Commercial

Number of commercial components _____ Units (check only one): Acres Lots REU
Design flow per component (gallons per day per component): _____
Total commercial flow from project (gallons per day): _____
Total commercial BOD₅ from proposed project (pounds per day): _____

c. Industrial

Number of industrial components _____ Units (check only one): Acres Lots REU
Design flow per component (gallons per day per component): _____
Total industrial flow from project (gallons per day): _____
Total industrial BOD₅ from proposed project (pounds per day): _____

d. Other

Number of other components _____ Units (check only one): Acres Lots REU
Design flow per component (gallons per day per component): _____
Total flow from other project components (gallons per day): _____
Total BOD₅ from other project components (pounds per day): _____

e. Proposed total design flow (Sum of all components types listed above) (gallons per day): _____

f. Proposed total design BOD₅ (Sum of all component types listed above) (pounds per day): _____

2. Specification of the WWTF where flow will be treated (Contact the WWTF for current specifications.)

- a. Design Average Wet Weather flow (AWW) (use *design average flow if AWW not available*): _____ 48.4 MGD
- b. Actual current annual average daily flow received in the past 12 months: _____ 34.72 MGD
- c. Percent of design flow (b ÷ a) x 100: _____ 71.73 %

Certification and signature

Federal Regulations (40 CFR Part 122.22) and State Regulations (Minn. Rule 7001.0060) require all permit applications to be signed as follows:

- A. For a corporation: by a responsible corporate officer. For the purpose of this permit, a responsible corporate officer means:
 - 1) A president, secretary, treasurer or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation.
 - 2) The manager of one or more manufacturing, production or operating facilities employing more than 250 persons or having a gross annual sales or expenditures exceeding 425 million, if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- B. For a partnership or sole proprietorship: by a general partner or the proprietor, respectively.
- C. For a municipality, county or other political subdivision: by a principal executive officer or ranking elected official.
- D. For a state, federal or other public agency/agents: by a commissioner, assistant or deputy commissioner; director, assistant or deputy director.

1. Project proposer's signature

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Print name: Margaret Ashman Title: Exec Director
Signature: [Signature] Date (mm/dd/yyyy): 07/10/2025

2. Design engineer's certification and signature

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Print name: David Polson Title: Civil Engineer
Authorized signature: [Signature] Date (mm/dd/yyyy): 07/10/2025 PE Registration No.: 57246

3. Permittee's approval

"My signature, or the signature of a delegated official, represents the approval of this project's connection to the sewer system and/or wastewater treatment facility under my jurisdiction. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment."

Print name: Howard Smith Title: Chief Utility Engineer
Signature: [Signature] Date (mm/dd/yyyy): 07-09-2025

4. Sanitary district or WWTF approval - Authorized municipal official signature (or delegated authority) from sanitary sewer district or municipality, if different than permittee.

"My signature, or the signature of a delegated official, represents the approval of this project's connection to the sewer system and/or wastewater treatment facility under my jurisdiction. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment."

If the sanitary sewer district or regional treatment authority has provided project approval under a separate process, a copy of that approval letter may be submitted with this application in place of this signature.

Print name: _____ Title: _____

Authorized signature: _____ Date (mm/dd/yyyy): _____

Design certification for sanitary sewer extension plans and specifications

Title of plans and specifications: Construction Plan for Welch Place

All sanitary sewer extensions shall be designed according to the latest version of the following recommendations, specifications, and guidelines (specific MPCA guidelines take precedence over other documents):

- *Recommended Standards for Wastewater Facilities*, Great Lakes – Upper Mississippi River Board of State and Provincial Public Health and Environmental Managers. (Ten States Standards)
- *Standard Utilities Specification*, City Engineers Association of Minnesota.
- *Design Flow and Loading Determination Guidelines*, Minnesota Pollution Control Agency.

Sewer pipe:

Yes	No	N/A	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project only include work on a lift station or pump station? If yes, go to questions No. 24.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are all sewers designed without an overflow or bypass point?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Are all gravity sewers at least eight inches in diameter? (<i>Answer N/A only if there are no gravity sewers.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are all sewers sufficiently deep to receive wastewater from basements and to prevent freezing, or is insulation provided for sewers that are not placed at a depth to prevent freezing?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Is all nonconductive sewer pipe designed to be installed with a locate wire or equally effective means of marking the location in accordance with Minn. R. 7560.0150? Additional information for this rule can be obtained from the Minnesota Office of Pipeline Safety website at https://dps.mn.gov/divisions/ops/Pages/default.aspx or by calling 651-296-9636.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5. If there are sewers that cross or enter any water body, has the Minnesota Department of Natural Resources (DNR) been contacted to determine if the project will require a permit for construction? (<i>Answer N/A only if there are no sewers located in a water body.</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. If the project has the potential to adversely impact wetlands, has a permit or approval from another official statewide program (U.S. Army Corps of Engineers, DNR, or Minnesota Wetlands Conservation Act) been issued to specifically address the project? (<i>Answer N/A only if there are no impacts to wetlands.</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. Do the design plans and specification contain specific size and location requirements for reaction blocking or pipe restraint to withstand water hammer and other cyclic reversal of stresses associated with lift station operation? (<i>Answer N/A only if there are no pressure sewers.</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8. Is there an air relief or vacuum relief valve provided at all high points in force mains? (<i>Answer N/A only if there are no pressure sewers.</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9. Are grinder pumps or other solids removal equipment included for any force main that is less than 4 inches in diameter? (<i>Answer N/A only if there is no pressure sewer or force main less than 4 inches.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Are all sewers designed with mean velocities when flowing full, of at least 2.0 feet per second, based on Manning's formula using an "n" value of 0.013?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Is the slope of 8-inch diameter gravity sewer at least 0.40 percent; 10-inch diameter sewer at least 0.28 percent; 12-inch diameter sewer at least 0.22 percent; 14-inch diameter sewer at least 0.17 percent; 15-inch diameter sewer at least 0.15 percent; 16-inch diameter sewer at least 0.14 percent; and 18-inch diameter sewer at least 0.12 percent? The pipe diameter and slope shall be selected to obtain the greatest practical velocities to minimize settling problems. Oversizing sewers to achieve flatter slopes should not be done. If proposed slopes are less than those listed above, what is the depth of flow and velocity of flow at the average wet weather flow and peak hourly wet weather flow (PHWW) for affected pipe sections?

Sewer pipe (continued):

Yes	No	N/A	
			If sewer grades are less than those listed above, sedimentation problems, frequent sewer maintenance, and backups may result. All sewers with a slope less than the minimums listed above must be cleaned at least once per year to ensure problems do not develop and to develop a site specific maintenance interval. <i>(Answer N/A only if no gravity sewer.)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		12. Are individual service connections to the sewer designed to be water tight and do not protrude into the sewer?
<input checked="" type="checkbox"/>	<input type="checkbox"/>		13. Are all gravity and pressure sewer pipes and water supply pipe separated horizontally by at least 10 feet and vertically by at least 1.5 feet when crossing? If these separation distances cannot be obtained, has approval from the Minnesota Department of Health (MDH) and/or the Department of Labor and Industry (DLI) been granted.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	14. Has an application for water supply and/or building sewer construction been submitted to the MDH or DLI? <i>(Answer N/A only if there is no water supply piping included with this project.)</i> Any project that involves the construction of water supply pipes may also require a permit from the MDH or the DLI. For additional information refer to the MDH website at http://www.health.state.mn.us/divs/eh/water/index.html or the DLI website at http://www.dli.mn.gov/CCLD/Plumbing.asp .
<input checked="" type="checkbox"/>	<input type="checkbox"/>		15. Has an inventory of all wells on all properties in the project area been completed, and will all wells be at least 50 feet from buried sewers, lift stations and grinder stations, as required by Minn. R. ch. 4725 (Minnesota Well Code)? For more information on well setbacks and exceptions to the 50-foot requirement, refer to the MDH website at http://www.health.state.mn.us/divs/eh/wells/index.html or contact the MDH Well Management Section at 651-201-4600 or 1-800-383-9808.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Are all manholes at least 48 inches in diameter? <i>(Answer N/A only if there are no manholes.)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Are all manholes constructed to prevent surface water run off from entering through the cover? <i>(Answer N/A only if there are no manholes.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	18. Are drop manholes used at locations where the sewer pipe enters the manhole at an elevation of 24 inches or more above the manhole invert? <i>(Answer N/A only if sewer pipes enter at an elevation less than 24 inches.)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Is the spacing between manholes 400 feet or less or if the spacing is greater than 400 feet, do operation and maintenance personnel have access to adequate cleaning equipment that can accommodate the spacing? <i>(Answer N/A only if all pressure sewer.)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		20. Will a leakage test be performed to demonstrate watertightness of the sewer pipes?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Will a deflection test be performed on all plastic gravity sewer after the pipe has been in place for at least 30 days? <i>(Answer N/A only if televising or other method is used instead.)</i>
<input checked="" type="checkbox"/>		<input type="checkbox"/>	22. Will sewer line televising be performed? <i>(Answer only as Yes or N/A.)</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>		23. Have questions No. 1 through No. 22 been answered as Yes or N/A?

Lift stations:

Yes	No	N/A	
<input type="checkbox"/>		<input checked="" type="checkbox"/>	Does the project include any work on a lift station? (Answer N/A only if there is no work on a lift station as part of this project and proceed to question No. 46 and answer Yes.)
<input type="checkbox"/>	<input type="checkbox"/>		24. Will the lift station be fully operational and accessible during a 25-year flood?
<input type="checkbox"/>	<input type="checkbox"/>		25. Will the lift station structural, electrical and mechanical equipment be protected from physical damage during at 100-year flood?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Where high ground water conditions are anticipated, has the buoyancy of the lift station structure been considered and adequate provisions made to protect the structures? <i>(Answer N/A only if high ground water conditions are not anticipated.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. Are wet wells and dry wells completely separated and common walls are gas tight? <i>(Answer N/A only if no dry well is included)</i>
<input type="checkbox"/>	<input type="checkbox"/>		28. Are multiple pumps provided such that with any unit out of service, the remaining units have capacity to handle the design peak hourly wet weather flow?
<input type="checkbox"/>	<input type="checkbox"/>		29. Are all pumps capable of passing spheres of at 3 inches in diameter?
<input type="checkbox"/>	<input type="checkbox"/>		30. Are all pump suction and discharge openings at least 4 inches in diameter?

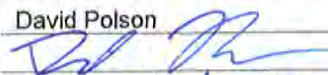
Lift stations (continued):

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		31. Are all electrical components in raw wastewater wet wells in compliance with National Electrical Code requirements for Class I Group D, Division 1 locations?
<input type="checkbox"/>	<input type="checkbox"/>		32. There are no bypass or overflow pipes from the wet well?
<input type="checkbox"/>	<input type="checkbox"/>		33. Are suitable shutoff and check valves placed on the discharge line of each pump?
<input type="checkbox"/>	<input type="checkbox"/>		34. Are check valves located between the shutoff valve and the pump?
<input type="checkbox"/>	<input type="checkbox"/>		35. Are check valves placed in the horizontal position, except ball valves which may be placed vertically?
<input type="checkbox"/>	<input type="checkbox"/>		36. Are shutoff and check valves for submersible pump lift stations located in a separate valve pit? If a separate valve pit is not provided, are all valves easily accessible for maintenance?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	37. If a drain line is provided between a valve pit or dry well and a wet well, is the drain line equipped with a gas and water tight valve or extended below the low water level in the wet well to prevent entry of hazardous gases to the valve pit? (Answer N/A only if a drain line is not included.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38. If continuous wet well ventilation is provided, are at least 12 complete air changes per hour provided? (Answer N/A only if submersible pump lift station.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	39. If intermittent wet well ventilation is provided, are at least 30 complete air changes per hour provided? (Answer N/A only if submersible pump lift station.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40. If continuous dry well ventilation is provided, are at least 6 complete air changes per hour provided? (Answer N/A only if submersible pump lift station.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	41. If intermittent dry well ventilation is provided, are at least 30 complete air changes per hour for 10 minutes and 6 complete air changes per hour thereafter provided? (Answer N/A only if submersible pump lift station.)
<input type="checkbox"/>	<input type="checkbox"/>		42. Are provisions for flow measurement provided? Type: _____
<input type="checkbox"/>	<input type="checkbox"/>		43. Are a sufficient number of running time meters provided to record when each pump is running and when multiple pumps are running at the same time?
<input type="checkbox"/>	<input type="checkbox"/>		44. Is an appropriate alarm system provided to indicate power failure, pump failure, unauthorized entry, or other malfunction? Type of alarm: _____
<input type="checkbox"/>	<input type="checkbox"/>		45. Are provisions included for emergency operation to prevent the bypassing or backup of sewage? Emergency pumping capability may be accomplished by connection to at least two independent utility substations, or by provision of portable or in-place electrical generation, or by portable pumping equipment? Type: _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>		46. Have questions No. 24 through No. 45 been answered as Yes or N/A?

Fast track certification statement (Do not submit plans and specifications)

Yes - "I certify under penalty of law that I am a licensed professional engineer and that this document was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

By typing my name in the following box I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my application.

Print name: David Polson Title: Civil Engineer
 Signature:  Check if document has been electronically signed.
 Date (mm/dd/yyyy): 07/10/2025 PE Registration No.: 57246

Justification for questions answered "No" (attach additional pages if needed):

Section number	Justification for variation
14	Local jurisdiction has reviewed water supply and building sewer construction
23	Question 14 was answered "No", see above

Instructions: The following questions are designed to help you and the Minnesota Pollution Control Agency (MPCA) staff determine if your project requires environmental review before proceeding with the permitting process. If you need help with this form or have questions about environmental review, please contact MPCA staff at 651-296-6300 or via email at env.review.pca@state.mn.us.

Submittal: To avoid unnecessary and costly delays in your project, complete and submit this form with your permit application.

Important note: Under Environmental Quality Board (EQB) Rules, a project may not begin construction and no final government decisions may be made to grant a permit, approve a project, or begin a project until the environmental review process is complete.

Part A: Permitting information

Name of project: Welch Sewer Extension

City: Duluth County: St. Louis

Contact name: David Polson Contact phone number: 218-279-2242

Email address: David.Polson@LHBcorp.com

1. List all MPCA permit(s) that may be needed for this project:

NDPES Construction Stormwater Permit, Sanitary Sewer Extension Permit

2. Is this permit application for reissuance **only*** of an existing permit? Yes No

If this project involves any physical alterations, construction projects or operational changes to the facility or process you must answer **No.*

3. Provide a project description:

Construction of a 38' sanitary sewer main extension to serve a new apartment building. The neighborhood is already built out, but there is no existing sanitary sewer main for this specific building to connect to without a short extension being built. The new apartment building would be the only connection on this new sanitary sewer main extension. The local sewer treatment operator (WLSSD) does not allow private service connections to their interceptor or trunk sewers, and is requiring the project to construct a short portion of city owned sanitary sewer main to make the connection. The apartment would then have a service connection to the new city owned main.

Part B: Environmental Review

	Yes	No
1. Are you required to prepare, are you preparing, or have you completed an Environmental Assessment Worksheet (EAW), Environmental Impact Statement (EIS), Alternative Urban Areawide Review (AUAR), or Federal Environmental Assessment (EA) for any responsible governmental unit (RGU) other than the MPCA (e.g., city, township, county, state or federal agency) as part of this project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, please identify the following:

RGU: _____

Type of Environmental Review document (EAW, EA, EIS, AUAR): _____

Other (specify): _____

If you answered "Yes" to either of the questions, you are finished. Please submit this form to the MPCA along with the permit application.

If you answered "No" to both of the above questions, please complete the remainder of the form, both part C and D. When completed, please submit this form to the MPCA along with the permit application.

Part C: The MPCA Environmental Review mandatory thresholds
(Minn. R. 4410.4300 and 4410.4400)

Answer each question to determine if your project meets or exceeds the mandatory thresholds for environmental review.

Does your project consist of:

		Yes	No
Subp. 2	Construction or expansion of a nuclear fuel or nuclear waste processing facility?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subp. 3	Construction of an electric power generating plant and associated facilities designed for or capable of operating at a capacity of 25 megawatts or more but less than 50 megawatts and for which an air permit from the MPCA is required?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subp. 4	Construction of a new or expansion of an existing petroleum refinery? If yes, complete Q1 and Q2.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q1: Are you constructing a new petroleum refinery?	<input type="checkbox"/>	<input type="checkbox"/>
	Q2: Are you expanding an existing petroleum refinery that increases its capacity by 10,000 or more barrels per day?	<input type="checkbox"/>	<input type="checkbox"/>
Subp.5A	Construction of a facility for the conversion of coal, peat, or other biomass sources to a gaseous, liquid, or solid fuel (this includes anaerobic digesters)? If yes, complete Q1.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q1: Are you constructing a facility for the conversion of coal, peat, or biomass sources to gaseous, liquid, or solid fuels if that facility has the capacity to utilize 25,000 dry tons or more per year of input?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 5B	Construction of a facility for the production of alcohol fuels? If yes, complete Q2 - Q4.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q2: Are you constructing a new fuel conversion facility for the production of alcohol fuels that would have the capacity to produce 5,000,000 or more gallons per year of alcohol?	<input type="checkbox"/>	<input type="checkbox"/>
	Q3: Are you constructing or expanding an alcohol fuel production facility located in the seven-county metro area that would have or would increase its capacity by 50,000,000 or more gallons per year?	<input type="checkbox"/>	<input type="checkbox"/>
	Q4: Are you constructing or expanding an alcohol fuel production facility located outside the seven-county metro area that produces more than 125,000,000 gallons per year?	<input type="checkbox"/>	<input type="checkbox"/>
Subp.8A	Construction or expansion of a coal transfer facility? If yes, complete Q1 and Q2.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q1: Are you constructing a facility designed for or capable of transferring 300 tons or more of coal per hour or with an annual throughput of 500,000 tons of coal from one mode of transportation to a similar or different mode of transportation?	<input type="checkbox"/>	<input type="checkbox"/>
	Q2: Are you expanding an existing facility designed for or capable of transferring 300 tons or more of coal per hour or with an annual throughput of 500,000 tons of coal from one mode of transportation to a similar or different mode of transportation?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 8B	Construction or expansion of a hazardous materials transfer facility? If yes, complete Q3 and Q4.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q3: Are you constructing a new facility for the bulk transfer of hazardous materials with the capacity of 10,000 or more gallons per transfer and is the facility is located in a shoreland area, delineated flood plain, a state or federally designated wild and scenic rivers district, Minnesota River Project Riverbend area, or the Mississippi headwaters area?	<input type="checkbox"/>	<input type="checkbox"/>
	Q4: Are you expanding an existing facility, by 50 percent or more, for the bulk transfer of hazardous materials with the capacity of 10,000 or more gallons per transfer and is the facility is located in a shoreland area, delineated flood plain, a state or federally designated wild and scenic rivers district, Minnesota River Project Riverbend area, or the Mississippi headwaters area?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 10A	Construction or expansion of a storage facility for coal? If yes, complete Q1.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q1: Are you constructing or expanding a facility designed for or capable of storing more than 7,500 tons of coal or with an annual throughput of more than 125,000 tons of coal?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 10B	Construction of a facility for the storage of hazardous materials? If yes, complete Q2.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q2: Are you constructing a new major facility, as defined in Minn. R. 7151.1200 that results in a designed storage capacity of 1,000,000 gallons or more of hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 10C Subp. 10D	Expansion of a facility for the storage of hazardous materials? If yes, complete Q3 and Q4.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q3: Are you expanding an existing major facility, as defined in Minn. R. 7151.1200, with a designed storage capacity of 1,000,000 gallons or more of hazardous materials and the expansion adds a net increase of 1,000,000 gallons or more of a hazardous material?	<input type="checkbox"/>	<input type="checkbox"/>
	Q4: Are you expanding a facility that has less than 1,000,000 gallons in total designed storage capacity of hazardous materials when the net increase in designed storage capacity results in 1,000,000 gallons or more of hazardous materials?		

Answer each question to determine if your project meets or exceeds the mandatory thresholds for environmental review.

Does your project consist of:

		Yes	No
Subp. 10H	Construction or expansion of a facility that will store silica sand? If yes, complete Q4.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q4: Are you constructing a facility designed for or capable of storing on a single site 7,500 tons or more of silica sand or has an annual throughput of more than 200,000 tons of silica sand?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 13	Construction or expansion of a paper or pulp processing facility? If yes, complete Q1 and Q2.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q1: Are you expanding an existing paper or pulp processing facility that will increase its production capacity by 50 percent or more?	<input type="checkbox"/>	<input type="checkbox"/>
	Q2: Are you constructing a new paper or pulp processing facility?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 15	Construction or modification of a stationary source of air emissions resulting in an increase in air emissions or greenhouse gases? If yes, complete Q1 and Q2.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q1: Are you constructing or modifying a stationary emission source that will emit 250 tons per year or more of a single air pollutant after the installation of air pollution control equipment?	<input type="checkbox"/>	<input type="checkbox"/>
	Q2: Are you constructing or modifying a stationary source facility that generates a combined 100,000 tons or more per year of greenhouse gas emissions, expressed as carbon dioxide equivalents, after the installation of air pollution control equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 16	Construction or expansion of a hazardous waste disposal facility? If yes, complete Q1 - Q5.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q1: Are you constructing or expanding a hazardous waste disposal facility?	<input type="checkbox"/>	<input type="checkbox"/>
	Q2: Are you constructing a new facility for hazardous waste storage or treatment that is generating or receiving 1,000 kilograms or more per month of hazardous waste or one kilogram or more per month of acute hazardous waste?	<input type="checkbox"/>	<input type="checkbox"/>
	Q3: Are you expanding an existing facility for hazardous waste storage or treatment that increases its capacity by 10 percent or more?	<input type="checkbox"/>	<input type="checkbox"/>
	Q4: Are you constructing or expanding a facility that sells hazardous waste storage services to generators other than the owner and operator of the facility or a facility at which a generator's own hazardous wastes will be stored for a time period in excess of 90 days and the facility is located in a water-related land use management district, or in an area characterized by soluble bedrock?	<input type="checkbox"/>	<input type="checkbox"/>
	Q5: Are you constructing or expanding a hazardous waste disposal, storage or treatment facility in a water-related land use management district or in an area characterized by soluble bedrock?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 17	Construction or expansion of a mixed municipal solid waste disposal, transfer, energy recovery, or compost facility? If yes, complete Q1 – Q9.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q1: Are you constructing a mixed municipal solid waste land disposal facility for up to 100,000 cubic yards of waste fill per year?	<input type="checkbox"/>	<input type="checkbox"/>
	Q2: Are you constructing a mixed municipal solid waste land disposal facility for 100,000 cubic yards or more of waste fill per year?	<input type="checkbox"/>	<input type="checkbox"/>
	Q3: Are you expanding by 25 percent or more of previously permitted capacity of a mixed municipal solid waste land disposal facility for up to 100,000 cubic yards of waste fill per year?	<input type="checkbox"/>	<input type="checkbox"/>
	Q4: Are you constructing or expanding a mixed municipal solid waste land disposal facility in a water-related land use management district or in an area characterized by soluble bedrock?	<input type="checkbox"/>	<input type="checkbox"/>
	Q5: Are you constructing or expanding a mixed municipal solid waste transfer station for 300,000 or more cubic yards per year?	<input type="checkbox"/>	<input type="checkbox"/>
	Q6: Are you constructing or expanding a mixed municipal solid waste energy recovery facility or incinerator, or the utilization of an existing facility for the combustion of mixed municipal solid waste or refuse-derived fuel, with a capacity of 30 or more tons per day of input?	<input type="checkbox"/>	<input type="checkbox"/>
	Q7: Are you constructing or expanding a mixed municipal solid waste compost facility or a refused-derived fuel production facility with a permitted capacity of 50 or more tons per day of input?	<input type="checkbox"/>	<input type="checkbox"/>
	Q8: Are you expanding a mixed municipal solid waste land disposal facility for 100,000 cubic yards or more of waste fill per year by at least 10 percent but less than 25 percent?	<input type="checkbox"/>	<input type="checkbox"/>
	Q9: Are you constructing or expanding a mixed municipal solid waste energy recovery facility ash landfill receiving ash from an incinerator that burns refuse-derived fuel or mixed municipal solid waste?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 18A	Expansion, modification, or replacement of a municipal sewage collection system? If yes, complete Q1 and Q2.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Subp. 18B	Q1: If you are discharging to a wastewater treatment facility with a capacity of less than 20,000,000 gallons per day, are you expanding, modifying, or replacing a municipal sewage collection system that will result in an increase in design average daily flow of 1,000,000 gallons per day or more?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Answer each question to determine if your project meets or exceeds the mandatory thresholds for environmental review.

Does your project consist of:

		Yes	No
	Q2: If you are discharging to a wastewater treatment facility with a capacity greater than 20,000,000 gallons per day , are you expanding, modifying, or replacing a municipal sewage collection system that will result in an increase in design average daily flow of 2,000,000 gallons per day or more?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subp. 18C	Expansion or reconstruction of an existing municipal or domestic wastewater treatment facility? If yes, complete Q3.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q3: Are you expanding or reconstructing an existing municipal or domestic wastewater treatment facility that will result in an increase in capacity by 50 percent or more and by at least 200,000 gallons per day of its average wet weather design flow capacity?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 18D	Construction of a new municipal or domestic wastewater treatment facility? If yes, complete Q4.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q4: Are you constructing a new municipal or domestic wastewater treatment facility with an average wet weather design flow capacity of 200,000 gallons per day or more?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 18E	Expansion or modification of an existing industrial process wastewater treatment facility? If yes, complete Q5.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q5: Are you expanding or modifying an existing industrial process wastewater treatment facility that increases the facilities design flow capacity by 50 percent or more and by at least 200,000 gallons per day or more?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 18F	Construction of a new industrial process wastewater treatment facility? If yes, complete Q6.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q6: Are you constructing a new industrial process wastewater treatment facility with a design flow capacity of 200,000 gallons per day or more, or 5,000,000 gallons per month or more, or 20,000,000 gallons per year or more?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 25	Incineration of wastes containing Polychlorinated Biphenyls (PCBs)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subp. 29	Construction or expansion of an animal feedlot facility? If yes, complete Q1 and Q2.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q1: Are you constructing an animal feedlot facility with a capacity of 1,000 animal units or more?	<input type="checkbox"/>	<input type="checkbox"/>
	Q2: Are you expanding an animal feedlot by 1,000 animal units or more? If "Yes" to Q1 or Q2, proceed to Part D. If "No", proceed to Q3.	<input type="checkbox"/>	<input type="checkbox"/>
	Q3: Are you constructing or expanding an animal feedlot facility by more than 500 animal units? If "No" to Q3, proceed to Part D. If "Yes", proceed to Q4.	<input type="checkbox"/>	<input type="checkbox"/>
	Q4: Is the existing or proposed facility located wholly or partially in any of the following sensitive locations:		
	Shoreland or delineated floodplain?	<input type="checkbox"/>	<input type="checkbox"/>
	A state or federally designated wild and scenic river district?	<input type="checkbox"/>	<input type="checkbox"/>
	The Minnesota River Project Riverbend Area?	<input type="checkbox"/>	<input type="checkbox"/>
	The Mississippi Headwaters Area?	<input type="checkbox"/>	<input type="checkbox"/>
	A drinking water supply management area?	<input type="checkbox"/>	<input type="checkbox"/>
	Within 1000 feet of a sinkhole, cave, resurgent spring, disappearing spring, Karst window, blind valley or dry valley?	<input type="checkbox"/>	<input type="checkbox"/>

Part D: Phased or connected actions (Minn. R. 4410.1000)

Answer each question to determine if your project could be a phased or connected action. Multiple projects and multiple stages of a single project must be considered in total when determining the need for an EAW or EIS.

		Yes	No
A.	Has a previous phase of this project been conducted in the last three years?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B.	Are you planning an expansion or another phase of this project within the next three years?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C.	Do you have other existing facilities or proposed projects that may affect the same geographic area as this project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	If yes, what is the linear distance between the existing facilities or proposed project(s) and this project?:		
D.	Is this project a prerequisite for another project, whether by you or another entity?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E.	Is this project part of a larger project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Design flow determination worksheet

Project name:
 Location:
 Completed by: Date:
 Consultant:

Text input cell - green
 Number input cell - blue
 Calculation cell - no color

(A) Determination of peak hourly wet weather design flows (PHWW):		action	Gallons per day	Source
1	Present peak hourly dry weather flow			DMR Data
2	Present peak hourly flow during high ground water period (no runoff)			Estimate
3	Present peak hourly dry weather flow [same as (1)]	-	0	
4	Present peak hourly infiltration [(2)-(4)]	=	0	Estimate
5	Present hourly flow during high ground water period and runoff at point of greatest distance between Curves Y and Z			Estimate
6	Present hourly flow during high ground water (no runoff) at same time of day as (5) measurement	-		Estimate
7	Present peak hourly inflow	=	0	Estimate
8	Present peak hourly inflow adjusted for a 5-year 1-hour rainfall event			Estimate
9	Present peak hourly infiltration [same as (4)]		0	Estimate
10	Peak hourly infiltration cost effective to eliminate	-		
11	Peak hourly infiltration after rehabilitation (where rehabilitation is cost effective)	=	0	Estimate
12	Present peak hourly adjusted inflow [same as (8)]			Estimate
13	Peak hourly inflow cost effective to eliminate	-		
14	Peak hourly inflow after rehabilitation (where rehabilitation is cost effective)	=	0	Estimate
15	Population increase <input type="text" value="27"/> persons @ <input type="text" value="100"/> gpcd multiplied by 2.5 (peaking factor)		6,750	
16	Peak hourly flow from planned industrial increase			
17	Estimated peak hourly flow from future unidentified industries			
18	Peak hourly flow from other future increases			
19	Peak hourly wet weather design flow [(1)+(11)+(14)+(15)+(16)+(17)+(18)]	=	6,750	Estimate

(B) Determination of peak instantaneous wet weather design flow (PIWW):			Gallons Per Day	Source
20	Peak hourly wet weather design flow [same as (19)]		6,750	Estimate
21	Present peak hourly inflow adjusted for a 5-year 1-hour rainfall event [same as (8)]	-	-	Estimate
22	Present peak inflow adjusted for a 25-year 1-hour rainfall event	+		Estimate
23	Peak instantaneous wet weather design flow	=	6,750	Estimate

(C) Determination of average dry weather design flow (ADW):			Gallons Per Day	Source
24	Present average dry weather flow			DMR Data
25	Population increase <input type="text" value="27"/> persons @ <input type="text" value="100"/> gpcd		2,700	
26	Average flow from planned industrial increase	+	-	
27	Estimated average flow from other future unidentified industries	+	-	
28	Average flow from other future increases	+	-	
29	Average dry weather design flow [(24)+(25)+(26)+(27)+(28)]	=	2,700	

(D) Determination of average wet weather design flow (AWW): (30 day average for mechanical plants, 180 day average for controlled discharge ponds)			Gallons Per Day	Source
30	Present average dry weather flow			DMR Data
31	Average infiltration after rehabilitation (where rehabilitation is cost effective)	+		Estimate
32	Average inflow after rehabilitation (where rehabilitation is cost effective)	+		Estimate
33	Population increase <input type="text" value="27"/> persons @ <input type="text" value="100"/> gpcd	+	2,700	
34	Average flow from planned industrial increase	+		
35	Estimated average flow from other future unidentified industries	+		
36	Average flow from other future increases	+		
37	Average wet weather design flow [(30)+(31)+(32)+(33)+(34)+(35)+(36)]	=	2,700	DMR Data

(E) Critical data (including a graphical display similar to Figure 1), methodology, and a discussion on the following items shall be included with the above calculations:

- 38 Dates during which actual flow data was recorded and its probable degree of accuracy.
- 39 Ground water elevation data relative to the collection system, during the time period when flow data was recorded.
- 40 Rainfall data during the time period when flow data was recorded and how the amount of rainfall compares to normal seasons.
- 41 Probable degree of accuracy of flow reduction due to proposed or completed I/I correction or elimination of bypasses.

Design loading determination worksheet

Project name	Welch Sewer Extension
Location	Duluth, MN
Completed by	David Polson
Consultant	LHB, Inc
Date	6/17/2025

Intentionally Blank
 Input Cell - blue
 Calculation cell - no color

		Value	units	ADW	AWW
Residential waste	Population	27	people		
	Flow, GPD/person	100	gpd/person	flow from table 3 (editable)	flow from table 3 (editable)
	Flow, GPD (total)	2,700		2,700	2,700
	BOD ₅ , #/day	5	mg/l	0.1	0.1
	TSS, #/day	5	mg/l	0.1	0.1
	NH ₃ -N, #/day	1	mg/l	0.0	0.0
	P, #/day	6	mg/l	0.1	0.1
Out-of-town students and workers	Number		people		
	Flow, GPD		gpd/person	0	0
	BOD ₅ , #/day		mg/l	0.0	0.0
	TSS, #/day		mg/l	0.0	0.0
	NH ₃ -N, #/day		mg/l	0.0	0.0
	P, #/day		mg/l	0.0	0.0
Seasonal residents	Number		people		
	Flow, GPD		gpd/person	0	0
	BOD ₅ , #/day		mg/l	0.0	0.0
	TSS, #/day		mg/l	0.0	0.0
	NH ₃ -N, #/day		mg/l	0.0	0.0
	P, #/day		mg/l	0.0	0.0
Industrial	Flow, GPD		GPD		
	Rated Flow, GPD		gpd/person	0	0
	BOD ₅ , #/day		mg/l	0.0	0.0
	TSS, #/day		mg/l	0.0	0.0
	NH ₃ -N, #/day		mg/l	0.0	0.0
	P, #/day		mg/l	0.0	0.0
Other (Specify)	Flow, GPD		GPD		
	Rated Flow, GPD		GPD	0	0
	BOD ₅ , #/day		mg/l	0.0	0.0
	TSS, #/day		mg/l	0.0	0.0
	NH ₃ -N, #/day		mg/l	0.0	0.0
	P, #/day		mg/l	0.0	0.0
Infiltration (in addition to Table 2 amount, if applicable)	GPD				
Inflow (in addition to Table 2 amount, if applicable)	GPD				
Total	Flow, GPD			2,700.0	2,700.0
	BOD ₅ , mg/l			4.6	4.6
	BOD ₅ , #/day			0.1	0.1
	TSS, mg/l			5.4	5.4
	TSS, #/day			0.1	0.1
	NH ₃ -N, mg/l			1.0	1.0
	NH ₃ -N, #/day			0.0	0.0
	P, mg/l			5.6	5.6
P, #/day			0.1	0.1	

Design flow and loading summary table

Project name	Welch Sewer Extension			Text input - green
Location	Duluth, MN			Number input - blue
Completed by	David Polson			Calculation - no color
Consultant	LHB, Inc		6/17/2025	
Population	27			
			Date	

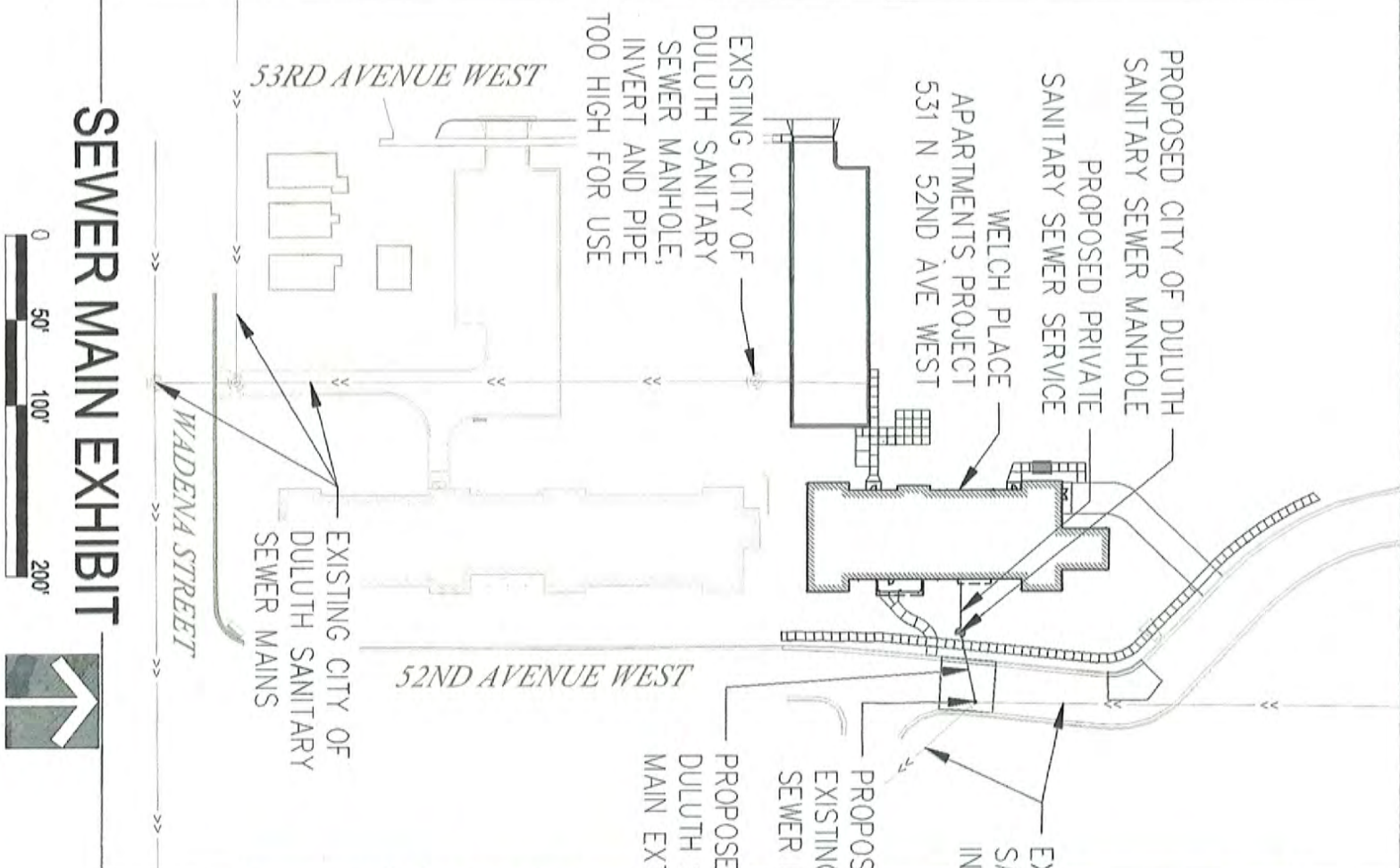
flow from table 2

PHWW	6,750 gpd	0.007 mgd
PIWW	6,750 gpd	0.007 mgd
ADW	2,700 gpd	0.003 mgd
AWW	2,700 gpd	0.003 mgd

mg/l based on AWW flow

BOD	5 #/day	203.8 mg/l
TSS	5 #/day	239.8 mg/l
Phos	6 #/day	250.2 mg/l
Nitrogen	1 #/day	43.2 mg/l

Others (list)	#/day	0.0 mg/l
Others (list)	#/day	0.0 mg/l
Others (list)	#/day	0.0 mg/l
Others (list)	#/day	0.0 mg/l
Others (list)	#/day	0.0 mg/l
Others (list)	#/day	0.0 mg/l
Others (list)	#/day	0.0 mg/l



SEWER MAIN EXHIBIT



**PROJECT LOCATION,
WESTERN DULUTH**

Memo

To: Board of Directors
From: Operations and Planning Committee
Date: 7/18/2025
Subject: Approval of Resolution 25-11 - Bethaney Baptist Church Easement Agreement

Project Background

The District has multiple air release vaults (ARV) along the Knowlton Creek Forcemain. The air release valves within these vaults require biennial maintenance. Resource Renew does not currently have a permanent easement access to air release vault C010.

As a part of the ongoing Knowlton Creek Forcemain rehabilitation project an easement agreement has been reached with the Bethany Baptist Church at 6700 Grand Avenue in Duluth to allow District staff and contractors to access ARV C010 through the church parking lot.

The District has paid the Bethany Baptist Church \$12,000 (amount determined by appraisal) for the easement, in addition to legal, and appraisal fees.

The attached resolution, retroactive to June 25, 2025, is required by the County Examiners office as a part of the easement recording process.

Recommendation

The Operations and Planning Committee recommends the Board approve the acquisition of an access easement from Bethany Baptist Church and the approval of attached Resolution 25-11 authorizing this agreement.

RESOLUTION NO. 25-11

**RESOLUTION TO APPROVE ENTERING INTO
EASEMENT AGREEMENT WITH BETHANY BAPTIST CHURCH**

WHEREAS, the Western Lake Superior Sanitary District (the “**District**”) is a special purpose unit of government created under Minnesota Statutes Chapter 458D;

WHEREAS, Minnesota Statutes Section 458D.18, subdivision 9 authorizes the District’s Board of Directors (the “**Board**”) to acquire by purchase, lease, condemnation, gift, or grant, any real or personal property, including positive and negative easements, necessary to carry out its functions and purposes;

WHEREAS, the District desires to obtain an easement over a portion of real property, legally described in attached **Exhibit A** (the “**Property**”), for the purpose of accessing the District’s facilities which are adjacent to and Southeast of the Property;

WHEREAS, the Board has negotiated an easement agreement (the “**Easement Agreement**”) with the property owner, Bethany Baptist Church, for said purpose.

NOW, THEREFORE, BE IT RESOLVED, that the Board approves the entering into the Easement Agreement with Bethany Baptist Church and the Executive Director of the District is hereby authorized to take or cause to be taken all such actions and to execute and to deliver on behalf of the District any and all instruments as the Executive Director, in her judgment, shall deem necessary, appropriate or advisable to enter into the Easement Agreement with Bethany Baptist Church. This approval shall be retroactive to June 25, 2025.

Adopted: _____, 2025

Rob Schilling, Board Chair

ATTEST:

Loren Lilly, Board Secretary

This instrument was drafted by:
Fryberger Law Firm
302 W. Superior St., Suite 700
Duluth, MN 55802
JBA/NBM

Exhibit A

Lots 1 through 18, inclusive, Block 5, Hunters Grassy Point Addition to Duluth Third Division, EXCEPT that part of Lots 1 through 18, inclusive, shown as Parcel 54 on Minnesota Department of Transportation Right of Way Plat Numbered 69-146.

Torrens Property, Certificate of Title No. 334921.0

AND

Also that part of the SW ¼ of NE ¼, Section 13, Township 49 North, Range 15 West of the Fourth Principal Meridian, Duluth, St. Louis County, Minnesota, described as follows:

Beginning at the most Easterly corner of Lot 1, Block 5, Hunters Grassy Point Addition to Duluth Third Division, according to the recorded plat thereof, thence Southwesterly along the Southeasterly line of said Block 5 to the most Southerly corner of Lot 18, Block 5; thence deflect 90°00' to the left in a Southeasterly direction a distance of 100.00 feet; thence deflect 90°00' to the left in a Northeasterly direction parallel with the Southeasterly line of said Block 5 to the intersection with the Southeasterly extension of the Northeasterly line of said Lot 1; thence deflect 90°00' to the left in a Northwesterly direction along said Southeasterly extension of Lot 1 a distance of 100.00 feet to the Point of Beginning.

AND

All that portion of the SW ¼ of NE ¼ and Government Lot 2, Section 13, Township 49 North, Range 15 West of the Fourth Principal Meridian, Duluth, St. Louis County, Minnesota, described as follows:

Commencing at the most Easterly corner of Lot 1, Block 5, Hunter's Grassy Point Addition to Duluth Third Division, according to the recorded plat thereof; thence Southeasterly along the Southeasterly extension of the Northeasterly line of said Lot 1 a distance of 100 feet to the True Point of Beginning; thence continuing Southeasterly along the last described line a distance of 70 feet; thence deflect 90°00' to the right in a Southwesterly direction parallel with the Southeasterly line of said Block 5 a distance of 450 feet to the intersection with the Southeasterly extension of the Southwesterly line of Lot 18, Block 5; thence deflect 90°00' to the right in a Northwesterly direction along said Southeasterly extension of Lot 18 a distance of 70 feet; thence deflect 90°00' to the right in a Northeasterly direction parallel with said Southeasterly line of Block 5 a distance of 450 feet to the Point of Beginning.

Abstract Property.

Memo

To: Board of Directors
From: Operations and Planning Committee
Date: 7/18/2025
Subject: Approval of Resolution 25-12 - Easement Agreement with The Ledges Homeowner's Association (Water Street)

Project Background

The District's Lakeside Interceptor runs through The Ledges housing development near 23rd Avenue East along the Lake Superior shoreline. Water Street is a private road that provides access this housing development. The District's existing pipeline easement is directly above the Lakeside Interceptor and is in the front yards of The Ledges residences. The proposed change to the existing easement is to add access to District assets by way of Water Street.

The District has paid The Ledges homeowner's association \$5,000 for the permanent easement (and a second easement along the Lakewalk), in addition to legal fees.

The attached Resolution 25-12, retroactive to June 18, 2025, is required by the County Examiners office as a part of the easement recording process.

Recommendation

The Operations and Planning Committee recommends the Board approve the acquisition of an access and utility easement along Water Street from The Ledges homeowner's association and the approval of attached Resolution 25-12 addressing this issue.

RESOLUTION NO. 25-12

**RESOLUTION TO APPROVE ENTERING INTO
EASEMENT AGREEMENT WITH THE LEDGES ON LAKE SUPERIOR
HOMEOWNER'S ASSOCIATION**

WHEREAS, the Western Lake Superior Sanitary District (the "**District**") is a special purpose unit of government created under Minnesota Statutes Chapter 458D;

WHEREAS, Minnesota Statutes Section 458D.18, subdivision 9 authorizes the District's Board of Directors (the "**Board**") to acquire by purchase, lease, condemnation, gift, or grant, any real or personal property, including positive and negative easements, necessary to carry out its functions and purposes;

WHEREAS, the District wishes to obtain an access easement over a portion of real property, legally described in attached Exhibit A (the "**Property**"), for the purpose of better accessing the District's facilities located within that certain utility easement recorded on April 18, 2005 in the Office of the Registrar of Titles as Document No. 796397.0.

WHEREAS, the District also wishes to obtain a permanent non-exclusive easement on the Property for the purpose of future construction, installation, maintenance, repair, and replacement of new utilities;

WHEREAS, the Board has negotiated an easement agreement (the "**Easement Agreement**") with the property owner, The Ledges on Lake Superior Homeowner's Association, Inc., for said purposes.

NOW, THEREFORE, BE IT RESOLVED, that the Board approves the entering into the Easement Agreement with The Ledges on Lake Superior Homeowner's Association and the Executive Director of the District is hereby authorized to take or cause to be taken all such actions and to execute and to deliver on behalf of the District any and all instruments as the Executive Director, in her judgment, shall deem necessary, appropriate or advisable to enter into the Easement Agreement with The Ledges on Lake Superior Homeowner's Association. This approval shall be retroactive to June 18, 2025.

Adopted: _____, 2025

Rob Schilling, Board Chair

ATTEST:

Loren Lilly, Board Secretary

This instrument was drafted by:
Fryberger Law Firm
302 W. Superior St., Suite 700
Duluth, MN 55802
JBA/NBM

Exhibit A

Easement Area Description:

A 20.00 foot wide strip of land over, under, and across those parts of the Common Element, Common Interest Community No. 78, A Condominium, THE LEDGES ON LAKE SUPERIOR, according to the Declaration and Plat thereof bearing Document Number 847127 (T), on file and of record in the Office of the Registrar of Titles, Saint Louis County, Minnesota; AND the Common Element, Common Interest Community No. 78, A Condominium, THE LEDGES ON LAKE SUPERIOR, First Supplemental, according to the Declaration and Plat thereof bearing Document Number 856577 (T), on file and of record in the Office of the Registrar of Titles, Saint Louis County, Minnesota; AND the Common Element, Common Interest Community No. 78, A Condominium, THE LEDGES ON LAKE SUPERIOR, Second Supplemental, according to the Declaration and Plat thereof bearing Document Number 862906 (T), on file and of record in the Office of the Registrar of Titles, Saint Louis County, Minnesota; AND the Common Element, Common Interest Community No. 78, A Condominium, THE LEDGES ON LAKE SUPERIOR, First Amended, according to the Declaration and Plat thereof bearing Document Number 989729 (T), on file and of record in the Office of the Registrar of Titles, Saint Louis County, Minnesota, said strip of land being located 7.00 feet right and 13.00 feet left of the following described line:

Commencing at the intersection of the northeasterly line of 66 foot wide 23rd Avenue East and the southeasterly line of said Common Interest Community No. 78, A Condominium, THE LEDGES ON LAKE SUPERIOR, First Supplemental; thence North 37 degrees 39 minutes 27 seconds West, assigned bearing, along the said northeast line of 23rd Avenue East, a distance of 63.19 feet to the POINT OF BEGINNING; thence North 52 degrees 15 minutes 53 seconds East a distance of 100.25 feet to the northeast line of Lot 15, Block 3, ENDION DIVISION OF DULUTH, according to the recorded plat thereof, Saint Louis County, Minnesota, said line also being the southwest line of said Common Element of Common Interest Community No. 78, A Condominium, THE LEDGES ON LAKE SUPERIOR, First Amended; thence continuing North 52 degrees 15 minutes 53 seconds East a distance of 332.35 feet; thence North 46 degrees 20 minutes 51 seconds East a distance of 238.80 feet; thence North 39 degrees 05 minutes 16 seconds East a distance of 99.55 feet to the northeasterly line of the said Common Element of Common Interest Community No. 78, A Condominium, THE LEDGES ON LAKE SUPERIOR, First Amended, and there terminating. The sidelines of said strip of land shall be shortened or prolonged so as to terminate on the southwesterly line of said Common Interest Community No. 78, A Condominium, THE LEDGES ON LAKE SUPERIOR, First Supplemental and northeasterly line of said Common Element of Common Interest Community No. 78, A Condominium, THE LEDGES ON LAKE SUPERIOR, First Amended.

Memo

To: Board of Directors
From: Operations and Planning Committee
Date: 7/18/2025
Subject: Approval of Resolution 25-13 - Easement Agreement with The Ledges Homeowner's Association (Lakewalk)

Project Background

To access the Lakeside Interceptor assets northeast of The Ledges District staff have previously used the Lakewalk. The City of Duluth plans to reconstruct a portion of the Lakewalk in a new alignment which will run through The Ledges property near 23rd Avenue East along Lake Superior. The City of Duluth has acquired an easement from The Ledges to allow for this realignment; however, this easement is for the City of Duluth use only and will not allow the District to access assets on the Lakeside Interceptor. To provide for future access in this area an easement along the future alignment of the Lakewalk is being acquired from The Ledges homeowner's association.

The District has compensated The Ledges homeowner's association \$5,000 for the easement (for both easements with The Ledges), in addition to legal fees.

The attached Resolution 25-13, retroactive to June 18, 2025, is required by the St. Louis County Examiner as a part of the easement recording process.

Recommendation

The Operations and Planning Committee recommends the Board approve the acquisition of an access and utility easement along the realigned Lakewalk from The Ledges homeowner's association and the approval of attached Resolution 25-13 addressing this issue.

RESOLUTION NO. 25-13

**RESOLUTION TO APPROVE ENTERING INTO
EASEMENT AGREEMENT WITH THE LEDGES ON LAKE SUPERIOR
HOMEOWNER’S ASSOCIATION**

WHEREAS, the Western Lake Superior Sanitary District (the “**District**”) is a special purpose unit of government created under Minnesota Statutes Chapter 458D;

WHEREAS, Minnesota Statutes Section 458D.18, subdivision 9 authorizes the District’s Board of Directors (the “**Board**”) to acquire by purchase, lease, condemnation, gift, or grant, any real or personal property, including positive and negative easements, necessary to carry out its functions and purposes;

WHEREAS, the District wishes to obtain an easement over a portion of real property, legally described in attached Exhibit A (the “**Property**”), for the purpose of ingress and egress to and from the City of Duluth’s Lakewalk;

WHEREAS, the District also wishes to obtain a permanent, non-exclusive easement on the Property for the purpose of future installation, testing, maintenance, replacement and/or repair of new utility lines, conduits and other facilities on the Property;

WHEREAS, the Board has negotiated an easement agreement (the “**Easement Agreement**”) with the property owner, The Ledges on Lake Superior Homeowner’s Association, Inc., for said purposes.

NOW, THEREFORE, BE IT RESOLVED, that the Board approves the entering into the Easement Agreement with The Ledges on Lake Superior Homeowner’s Association and the Executive Director of the District is hereby authorized to take or cause to be taken all such actions and to execute and to deliver on behalf of the District any and all instruments as the Executive Director, in her judgment, shall deem necessary, appropriate or advisable to enter into the Easement Agreement with The Ledges on Lake Superior Homeowner’s Association. This approval shall be retroactive to June 18, 2025.

Adopted: _____ 2025

Rob Schilling, Board Chair

ATTEST:

Loren Lilly, Board Secretary

This instrument was drafted by:
Fryberger Law Firm
302 W. Superior St., Suite 700
Duluth, MN 55802

Exhibit A

Easement Area Description:

A 24.00 foot wide strip of land over, under, and across the Common Element, Common Interest Community No. 78, A Condominium, THE LEDGES ON LAKE SUPERIOR, First Amended, according to the Declaration and Plat thereof, bearing Document Number 989729 (T), on file and of record in the Office of the Registrar of Titles, Saint Louis County, Minnesota, said strip being located 6.00 feet left and 18.00 feet right of the following described line:

Commencing at the most southerly corner of said Common Element; thence North 37 degrees 40 minutes 03 seconds West, assigned bearing, along the southwest line of said Common Element, a distance of 63.19 feet to a the beginning of a non-tangential curve, concave to the east, with a chord bearing of North 18 degrees 09 minutes 19 seconds East, chord length of 134.95 feet, and a radius of 263.45 feet, and the POINT OF BEGINNING; thence northerly, along said curve, a distance of 136.47 feet to the northwesterly line of the said Common Element, and there terminating. The easterly line of said strip of land shall be shortened or prolonged so as to terminate on the said southwesterly and northwesterly lines of said Common Element.

Memo

To: Board of Directors
From: Finance Committee
Date: June 26, 2025
Subject: Legislative Services for 2025

Project Background

The District has contracted with Faegre Drinker to provide legislative services since 2016. David Johnson, Partner at Faegre Drinker (Minnesota’s largest law firm), has been the lead to provide these services to the District.

The selection of Faegre Drinker for legislative services followed a detailed proposal process in 2016. Faegre Drinker has represented the District well, and we continue to receive high quality legislative services from David Johnson, Partner, along with staff members Megan Hennen and Donovan Hurd.

Our current agreement with Faegre Drinker for legislative services is set to be completed at the end of 2025. Staff requested that Faegre Drinker provide a proposed addendum for an additional two years. Attached to this memo is the proposed addendum to provide legislative services through December, 2027. The table below summarizes the annual rate for service in 2022, through proposed extension of services in 2026, and 2027. Billing will continue in equal monthly installments.

	2022	2023	2024	2025	2026	2027
Annual Fee	\$52,000	\$54,000	\$56,000	\$58,000	\$60,000	\$62,000

Recommendation

The Finance Committee recommends that the Board approve the two-year extension of the current proposal for legislative services with David Johnson and staff at Faegre Drinker through calendar year 2027.



David H. Johnson
Partner
david.johnson@faegredrinker.com
+1 612 766 7506 direct

Faegre Drinker Biddle & Reath LLP
2200 Wells Fargo Center
90 South Seventh Street
Minneapolis, Minnesota 55402
+1 612 766 7000 main
+1 612 766 1600 fax

VIA EMAIL

June 24, 2025

Carrie Clement
Executive Director
Resource Renew/Western Lake
Superior Sanitary District
2626 Courtland Street
Duluth, MN 55806

RE: Legislative Services Proposal for 2026-2027 - ADDENDUM

Dear Ms. Clement:

Thank you for the opportunity to submit this proposal providing legislative services to the Resource Renew/Western Lake Superior Sanitary District (“WLSSD”) for 2026 and 2027. Faegre Drinker Biddle & Reath LLP (“Faegre Drinker”) has appreciated the opportunity to provide legislative services to Resource Renew/WLSSD since 2016 and we hope to have the opportunity to continue working together in the future.

We would propose the following annual rates, billed in equal monthly installments, to provide legislative services to WLSSD over the next three years:

	2026	2027
Annual Fee	\$60,000	\$62,000

Dave Johnson will continue as primary point of contact for Resource Renew/WLSSD. Megan Hennen and Donovan Hurd will assist Dave in providing services to Resource Renew/WLSSD. Both have worked with Resource Renew/WLSSD in the past. I have attached our bios for your information. Of course, all members of our team are available as appropriate to assist Resource Renew/WLSSD on legislative and administrative matters.

In all other regards, including experience, scope of services, and strategic relationships, the information contained in our 2016 RFP response remains accurate. Please let us know if you need any additional information in this regard.

Thank you again for the opportunity to submit this proposal to Resource Renew/WLSSD. Please let us know if you have any questions or need additional information.

Sincerely,

Faegre Drinker Biddle & Reath LLP



David H. Johnson
Partner

Resource Renew/WLSSD

Carrie Clement
Executive Director

Date: _____

Memo

To: Board of Directors
From: Personnel Committee
Date: July 28, 2025
Subject: Approval of Director of Community Relations Job Description

As part of a long-term maintenance plan for ensuring all job descriptions are consistently reviewed and updated accordingly, management developed a timeline to review all supervisory classifications. The Director of Community Relations is the last classification to be updated in this review cycle.

Formatting and language were updated to establish consistency among job descriptions. Minimal changes were made to content. No pay grade change; the Board approved this classification at a grade 8 in February 2024.

The Personnel Committee recommends the Board approve the revised Director of Community Relations job description.

DIRECTOR OF COMMUNITY RELATIONS

Approved: 5/23/2022

DEFINITION

The Director of Community Relations reports to the Executive Director and is responsible for the development and execution of effective communication, environmental education and public engagement strategies for the District. This position manages all media and public communications, including creating content through a variety of media for public distribution, and managing programs that encourage pollution prevention and improve the reduction and reuse of waste within the communities served by WLSSD. This individual develops and fosters relationships with internal and external stakeholders and, through public education, ensures positive branding of the District.

JOB FUNCTIONS

- Plans, directs, executes and evaluates the operation of the community relations functions of the District including strategic communications, public information, public relations, media relations, marketing, employee communications, and government affairs
- Works collaboratively with District leadership to identify trends and opportunities for innovative communication and education around wastewater and solid waste
- Develops strategies to build and enhance relations among the District and its communities, stakeholder, influencers, politicians, governments and other decision-makers
- Leads and coordinates media relations and serves as the primary media contact, including building strong networks with local media to develop, nurture and expand opportunities for positive exposure
- Develops District goals for communication, supplemental (grant) funding, environmental programming, public information, legislative (funding or policy) needs, and community relationships
- Leads the Environmental Programs team in identifying and implementing activities and programs focused on protecting the St. Louis River through targeted wastewater and solid waste education and management by District staff, residential customers and business segments
- Provides counsel on internal and external communications to maintain trust with stakeholders, including employees and the community
- Conducts research studies, prepares reports and graphic materials necessary to identify opportunities and support decision-making
- Develop meaningful public engagement processes that support District decision-making
- Manages access to public records and serves as internal subject matter expert on record request fulfillment, ensuring compliance with applicable laws
- Maintains knowledge and understanding of new and existing media and tools available to communicate with stakeholders
- Leads Administrative Services role and manages administrative staff to ensure support for the regular business functions of the District
- Coordinates crisis and high-profile issue communications as the District's public information officer
- Coordinates the application for and management of grants and provides updates and reporting as required by the grant agency
- Acts as the administrator for WLSSD messaging and mass communication systems
- Responsible for assigned staff
- Performs related duties as assigned

MINIMUM QUALIFICATIONS

- Possess a Bachelor's Degree from an accredited college or university with a major in Communications, Public Relations, English, Journalism, Marketing, or other closely related field
- Master's Degree preferred
- Minimum five years of directly related professional experience in public affairs, government affairs, environmental education, or media communications
- Supervisory experience strongly preferred

DESIRABLE QUALIFICATIONS

- Team development and facilitation skills
- Grant writing and administration experience
- Experience working in public sector communication or external relations, stakeholder relations, for a utility or environmental capacity

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of environmental practices and a strong environmental ethic
- Knowledge of open records laws and regulations
- Knowledge of the principles of social marketing
- Knowledge of the publishing process for a wide variety of media
- Knowledge of the legislative process
- Skilled at working effectively in a political environment and providing sound advice on complex issues
- Knowledge of social media communication practices and a willingness to adapt and apply emerging technologies
- Considerable knowledge in the use of modern communication systems and emergency messaging systems
- Strong customer service/relations skills
- Strong writing, editing, proofreading, layout and design, professional printing/publishing skills
- Strong public speaking skills, including ability to engage and facilitate a group
- Skilled in the grant opportunity identification, applications, and grant management
- Ability to manage the administrative support function
- Ability to establish and maintain effective working relationships with internal and external stakeholders
- Ability to organize and conduct research studies and investigations
- Ability to prepare effective oral, written and graphic reports and documents
- Ability to develop and manage financial plans and annual operating budgets
- Ability to develop and implement various strategic or specialized communication plans, both internally and externally
- Ability to effectively advocate for District funding and policy interests and initiatives with state and federal staff and elected officials
- Ability to manage contracts and vendors
- Ability to translate technical information in meaningful ways
- Ability to collaborate and communicate with a wide range of people, cultures and communities
- Ability to offer creative and innovative approaches
- Ability to advocate for and represent the needs of internal and external stakeholders
- Ability to design and produce materials for a variety of audiences

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.

- Constantly operates a computer and other office equipment
- Ability to stay stationary for long periods of time
- Ability to routinely lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds
- Capable of walking, reaching, bending and the ability to stand, kneel, stoop and crouch for extended periods

WORK ENVIRONMENT

The work environment described herein is representative of that 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:

- Airborne particles and dust
- Fumes from cleaning supplies

JOB DESCRIPTION

Title:	Director of Community Relations
Reports To:	Executive Director
FLSA Status:	Exempt, supervisory position
FTE, Shift & Hours:	1.0 FTE; M-F (40 hours / week)
Pay Grade:	8

DEFINITION

The Director of Community Relations reports to the Executive Director and is responsible for the development and execution of effective communication, environmental education and public engagement strategies for the District. This position manages all media and public communications, including creating content through a variety of media for public distribution. This position also manages programs that encourage pollution prevention and improve the reduction and reuse of waste within the communities served by the Western Lake Superior Sanitary District. This individual develops and fosters relationships with internal and external stakeholders and, through public education, ensures positive branding of the District.

JOB FUNCTIONS

- Plans, directs, executes and evaluates the operation of the community relations functions of the District including strategic communications, public information, public relations, media relations, marketing, employee communications and government affairs
- Works collaboratively with District leadership to identify trends and opportunities for innovative communication and education around wastewater and solid waste
- Develops strategies to build and enhance relations among the District and its communities, stakeholders, influencers, politicians, governments and other decision-makers
- Leads and coordinates media relations and serves as the primary media contact, including building strong networks with local media to develop, nurture and expand opportunities for positive exposure
- Develops District goals for communication, supplemental (grant) funding, environmental programming, public information, legislative (funding or policy) needs and community relationships
- Leads the Environmental Programs team in identifying and implementing activities and programs focused on protecting public health and the St. Louis River through targeted wastewater and solid waste education
- Provides counsel on internal and external communications to maintain trust with stakeholders, including employees and the community
- Develops meaningful public engagement processes that supports District decision-making
- Manages access to public records and serves as internal subject matter expert on record request fulfilment, ensuring compliance with applicable laws

Revision	7/17/2025
Department	Community Relations

- Maintains knowledge and understanding of new and existing media and tools available to communicate with stakeholders
- Leads Administrative Services and manages administrative staff to ensure support for the regular business functions of the District
- Coordinates crisis and high-profile issue communications as the District’s public information officer
- Coordinates the application for and management of grants and provides updates and reporting as required by the grant agency
- Participates in strategic planning as well as executing plans to achieve specific objectives
- Works collaboratively with District leadership to identify trends and opportunities for innovative communication around WLSSD programs
- Supervises environmental programs and administrative staff
- Performs related duties as assigned

MINIMUM QUALIFICATIONS

Education and Experience

- Possess a Bachelor's Degree from an accredited college or university with a major in Communications, Public Relations, English, Journalism, Marketing, Environmental Science, Education, Public Health, Political Science or other closely related field
- Five years of directly related experience in public or government affairs, environmental education or media communications
- Masters degree preferred
- Supervisory experience preferred

Licenses and Certifications

- Valid driver’s license

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of environmental practices and a strong environmental ethic
- Knowledge of open records laws and regulations
- Knowledge of digital outreach tools (e.g., social media, web content, community management platforms)
- Skilled in grant opportunity identification, application, and grant management
- Skilled in crisis communication and media relations related to environmental or public health-related incidents
- Skilled in grant opportunity identification, application and grant management
- Strong writing, editing, proofreading, professional printing/publishing skills
- Ability to build trust-based relationships with community leaders, advocacy groups, public officials and residents
- Ability to lead multi-stakeholder initiatives and facilitate meaningful two-way communication between the agency and the public
- Ability to manage the administrative support function
- Ability to develop and manage financial plans and annual operating budgets

Revision	7/17/2025
Department	Community Relations

Memo

To: Board of Directors
From: Personnel Committee
Date: July 28, 2025
Subject: Approval of Maintenance Millwright Job Description and Pay Grade

Attached to this memo you will find the proposed job description for Maintenance Millwright. During this review, the job description was updated to include updated KSA's and modernized, consistent language throughout. The minimum qualifications were updated to align 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

The revised job description requires a two-year industrial maintenance degree and two years' experience or equivalent.

Problem Solving and Accountability

This position works under the Maintenance & Facilities Manager and there are set procedures in place. There is a degree of independent problem solving.

Special Conditions

The work environment and physical demands were updated using the recent Physical Demands Analysis conducted by Essentia Occupational Health, using consistent language across job classifications.

MN State Job Match

In the District's current job description, the Maintenance Millwright was compared to the state's Building Utilities Mechanic at 209 pts, placing the existing classification at a grade 15. In the most recent review, the Maintenance Millwright was compared to the state's Building Utilities Mechanic (50% of 209 pts), Heavy Equipment Mechanic (25% of 252 pts) and Plumber Fitter (25% of 252 pts) for a total of 231 pts, placing the proposed classification at a grade 16.

Placing this classification at a grade 16 aligns with data collected from both the internal and external market.

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

	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"> • 5 years' experience or combo which is accepted • No license 	<ul style="list-style-type: none"> • 2-year degree + 2 yrs experience or equivalent • No license
<ul style="list-style-type: none"> • Human relations skills 	<ul style="list-style-type: none"> • Ability to work and communicate with others on daily basis (internal/external) 	<ul style="list-style-type: none"> • Provides status report to District staff • Ability to establish and maintain relationships with stakeholders
<ul style="list-style-type: none"> • Managerial/Integrating skills 	<ul style="list-style-type: none"> • Works under the direction of a supervisor or lead worker 	<ul style="list-style-type: none"> • Works under the direction of a supervisor or lead worker with latitude for independent action
<ul style="list-style-type: none"> • Tech skills 	<ul style="list-style-type: none"> • Understanding of plant operations and maintenance • Troubleshooting • Computer skills, EAM 	<ul style="list-style-type: none"> • Ability to diagnose and troubleshoot mechanical equipment • Ability to operate, inspect and maintain a variety of heavy equipment • Computer skills, EAM
<u>Problem Solving</u>		
<ul style="list-style-type: none"> • The way in which the employee makes decisions and solves problems 	<ul style="list-style-type: none"> • Works under the Maintenance Supervisor • Independent action 	<ul style="list-style-type: none"> • Works under the direction of manager with latitude for independent action • Ability to work both independently and as a team
<ul style="list-style-type: none"> • Degree in which they have to think on their own 		
<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 	<ul style="list-style-type: none"> • Set procedures are in place

Maintenance Millwright

Special Conditions

- Ability to lift and carry up to 50lbs.
- Be mobile over a variety of surfaces – sit, stand
- Ability lift and carry up to 50 lbs
- Ability to be mobile over a variety of structures and surfaces
- Ability to work in confined spaces
- Ability to wear an air purifying respirator

DEFINITION

The Maintenance Millwright reports to the Operations & Maintenance Supervisor - Mechanical or designated representative. The maintenance millwright performs highly skilled work including, but not limited to, predictive and preventive maintenance, maintaining, repairing, installing, fabricating, inspecting, troubleshooting, lubricating, minor engineering and adjusting critical equipment affecting the operation of the plant and the ability to safely meet permit requirements. This includes modifying District machinery, equipment and structures and performing related duties as required using a wide array of specialized equipment, tools and knowledge. This position is responsible for providing quality service to internal and external customers, through the timely and accurate completion of mechanical maintenance work orders, thereby assisting WLSSD in fulfilling its Mission Statement.

JOB FUNCTIONS

- Provides Maintenance support on wastewater and other industrial equipment used by the District for its treatment, distribution and collection processes
- Troubleshoots and makes recommendations on processes and equipment problems
- Analyzes and determines root cause failures on equipment to improve reliability
- Discusses and participates in methods and theories to achieve long term solutions, minimize down time and cost of capital projects, on new and existing equipment
- Assist in planning, developing, and executing maintenance and capital projects
- Interprets and works from engineering drawings and modifies layouts as necessary
- Checks equipment, parts, and materials to ensure all necessary items are available for assigned project or operation
- Provides status reports to appropriate District staff on the progress of job assignment's
- Plans each job assignment to ensure it is executed safely and efficiently
- Makes recommendations on equipment and spare parts, as well as materials, hardware, and after job completion to reduce future equipment downtime and improve reliability
- Utilizes an Enterprise Asset Management system (EAM) for District equipment
- Assists in the training and education of new and existing employees by providing on the job training, general instructions, safety and emergency equipment training, monitors compliance with the District Safety Program and additional training as required
- Performs cleaning duties and other related projects to maintain clean and orderly conditions in the District facilities
- Attends in-service training as required
- Performs related duties as assigned

MINIMUM QUALIFICATIONS

Graduation from a technical trade school with a degree in an industrial maintenance related field or equivalent education and possess five years' experience in maintaining equipment and machinery similar to that found in wastewater or solid waste processing facility; or such combination of education and experience as may be accepted as equivalent. Possess a valid driver's license.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of standard mechanical maintenance practices, methods and materials
- Ability to layout, fabricate, weld and perform light machining
- Ability to diagnose and troubleshoot mechanical equipment, keep accurate records and prepare routine reports from records
- Ability to perform general construction duties
- Ability to work independently or as a team
- Basic knowledge of HVAC equipment
- Knowledge of lubrication and the ability to apply it to District equipment using manufacturers recommendations as a base line
- Considerable knowledge of the operation, maintenance and installation of centrifugal and positive displacement pumps, turbines, gauges, industrial and mechanical equipment machinery related to a wastewater treatment plant
- Ability to use and operate standard precision tools such as, but not limited to, lasers, micrometers, snap gauges, and dial indicators
- Basic knowledge of hydraulic, plumbing, hydronic, and mechanical theory
- Knowledge and ability to implement safe work practices and procedures including: Confined Space Entry, Lock out/Tag out and Energy Control Procedures
- Knowledge and ability to respond to emergency conditions and develop appropriate course of action
- Ability to read and comprehend plans, blueprints, owner manuals, and specifications
- Ability to properly rig, lift and move critical equipment unsupervised
- Ability to operate, inspect, and maintain portable pumps, generators, welding and cutting equipment, overhead and mobile cranes, heavy equipment, forklifts, aerial lift platforms, and district vehicles
- Ability to use, implement and maintain an Enterprise Asset Management (EAM) system as defined by the District
- Knowledge and ability to use computerized systems for plant operations, historical data tracking maintenance management systems, and spreadsheet and word processing software
- Ability to understand and follow written and oral instructions and to establish and maintain effective working relationships with supervisors, other employees and the public
- Ability to physically wear an air purifying respirator

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 and ramps.
- 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 50 pounds, and occasionally carry up to 75 pounds.
- Ability to work in confined spaces.
- Be medically approved to wear an air purifying respirator.

WORK ENVIRONMENT

The work environment described herein is representative of that which an employee encounters while performing the essential functions of this job.

- While performing the duties of this job, the employee will be exposed to wastewater, fumes, gases or airborne particles and toxic or caustic chemicals. The employee works near moving mechanical parts and occasionally exposed to the risk of electrical shock and vibration. This work involves loud noise, indoor and outdoor conditions, including all weather conditions.

JOB DESCRIPTION

Title:	Maintenance Millwright
Reports To:	Maintenance & Facilities Manager
FLSA Status:	Non-Exempt
FTE, Shift & Hours:	1.0 FTE; M-F (40 hours / week)
Pay Grade:	16

DEFINITION

Under the direction of the Maintenance & Facilities Manager or other assigned supervisor, and with latitude for independent action, the Maintenance Millwright is responsible for performing skilled preventive and corrective maintenance to ensure operational efficiency of all District equipment and facilities. This position performs complex troubleshooting, repair and preventive maintenance on mechanical systems and equipment to ensure safety compliance and equipment reliability.

JOB FUNCTIONS

- Provides maintenance support on wastewater and solid waste industrial equipment used by the District
- Analyzes and determines root cause failures on equipment to improve reliability and longevity
- Troubleshoots and makes recommendations on processes, equipment and spare parts, as well as materials, hardware and after job completion to reduce future equipment downtime and improve reliability
- Discusses and participates in methods and theories to achieve long-term solutions and to minimize down time and cost of capital projects on new and existing equipment
- Assists in planning, developing and executing maintenance and capital projects
- Interprets and works from engineering drawings and modifies layouts as necessary
- Checks equipment, parts and materials to ensure all necessary items are available for assigned projects or operations
- Provides status reports to appropriate District staff on the progress of job assignments
- Plans each job assignment to ensure it is executed safely and efficiently
- Utilizes computerized District systems such as SharePoint and Enterprise Asset Management (EAM) system to assist with performing maintenance activities
- Collaborates with operations for the scheduling of maintenance activities including troubleshooting operational equipment to optimize efficiency, locking out equipment and minimizing equipment downtime

Revision	06/06/2025
Department	Maintenance & Facilities

- Assists in unloading and receiving inventory and items for District projects
- Properly procures and acquires needed parts from inventory
- Performs cleaning duties and other related projects to maintain clean and orderly conditions in the District facilities
- Actively engages in plant safety culture, which includes recognizing concerns and submitting to the hazard reporting record system; participates in safety meetings and trainings
- Maintains a constant awareness of safe work practices; monitors compliance with District safety program to complete work without accidents or injuries
- Attends in-service training when required; assists in the training and guidance of other operators and staff by providing on-the-job training, general instruction and specific training as required
- Performs related duties as assigned

MINIMUM QUALIFICATIONS

Education and Experience

- Possess an associate’s degree in industrial maintenance or related field and two years of experience working in industrial maintenance
- An equivalent combination of education and experience may also be considered

Licenses and Certifications

- Possess a valid driver’s license

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of standard mechanical maintenance practices, methods and materials
- Basic knowledge of HVAC equipment
- Basic knowledge of hydraulic, plumbing pipefitting, hydronic and mechanical theory
- Knowledge of lubrication and the ability to apply it to District equipment using manufacturers’ recommendations as a base line
- Considerable knowledge of the operation, maintenance and installation of centrifugal and positive displacement pumps, turbines, gauges, motors, generators, industrial and mechanical equipment and machinery related to a wastewater treatment plant
- Knowledge of proper line breaking techniques
- Knowledge and ability to implement safe work practices and procedures including confined space entry, lockout/tagout, hot work, 70E and energy control procedures
- Knowledge and ability to respond to emergency conditions and develop appropriate course of action
- Knowledge and ability to use computerized systems for plant operations, historical data tracking maintenance management systems
- Skilled in computer operations, specifically Microsoft Office applications

Revision	06/06/2025
Department	Maintenance & Facilities

- Ability to lay out, fabricate, weld and perform light machining tooling
- Ability to diagnose and troubleshoot mechanical equipment, keep accurate records and prepare routine reports from records in EAM
- Ability to perform general construction duties
- Ability to use and operate precision tools including, but not limited to, lasers, micrometers, snap gauges and dial indicators
- Ability to read and comprehend plans, blueprints, owner manuals and specifications
- Ability to properly rig, lift and move critical equipment
- Ability to fuse high density polyethylene (HDPE) piping and Hot tap pressurized pipe systems
- Ability to operate, inspect and maintain portable pumps, generators, welding and cutting equipment, overhead and mobile cranes, heavy equipment, forklifts, aerial lift platforms and scaffolding
- Ability to utilize EAM system as defined by the District
- Ability to successfully meet the requirements of a federal railroad contractor safety program
- Ability to work independently or as a team
- Ability to understand and follow written and oral instructions
- Ability to establish and maintain effective working relationships with internal and external stakeholders

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to be mobile over a wide variety of structures and surfaces including ladders, ramps, steep terrain and outdoor areas in all weather conditions
- Capable of walking, reaching, bending and the ability to stand, kneel, stoop and crouch for extended periods
- Capable of exerting pushing and pulling force upon machinery and equipment; to reach overhead and bend over to lift and move objects
- Ability to lift and carry supplies and equipment up to 50 pounds, and occasionally carry up to 80 pounds
- Ability to work in confined spaces
- Medically able to wear an air purifying respirator

WORK ENVIRONMENT

The work environment described herein is representative of that which an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee may be exposed to the following:

- Wastewater, fumes, gases, oils, greases, airborne particulates, fuel and biosolids

Revision	06/06/2025
Department	Maintenance & Facilities

- Moving mechanical equipment and occasionally exposed to the risk of electrical shock and vibration
- Work along highways, right of ways, in confined spaces and 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	06/06/2025
Department	Maintenance & Facilities

Memo

To: Board of Directors
From: Personnel Committee
Date: July 28, 2025
Subject: Approval of Maintenance Planner / Scheduler Job Description and Pay Grade

Attached to this memo you will find the proposed job description for Maintenance Planner / Scheduler. During this review, the job description was updated to include a modernized definition, consistent language throughout and emphasis on the EAM functions of the job. The minimum qualifications were updated to align 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

The revised job description requires a two-year industrial maintenance degree and two years' experience or four years' industrial maintenance experience or equivalent

Problem Solving and Accountability

This position works under the Maintenance & Facilities Manager and there are set procedures in place. There is a degree of independent problem solving and management of the EAM system.

Special Conditions

The work environment and physical demands were updated using the recent Physical Demands Analysis conducted by Essentia Occupational Health, using consistent language across job classifications.

MN State Job Match

In the District's current job description, the Maintenance Planner / Scheduler was compared to the state's EDP Specialist (40% of 233 pts), Building Utilities Mechanic (30% of 209 pts), Buyer (20% of 190 pts) and Building Maintenance Coordinator (10% of 282 pts) for a total of 223 pts, placing the existing classification at a grade 16. In the most recent review, the Maintenance Planner / Scheduler

was compared to the state's Building Maintenance Coordinator (50% of 282 pts), Buyer 1 (25% of 198 pts) and Building Utilities Mechanic (25% of 209 pts) for a total of 243 pts, placing the proposed classification at a grade 17. (*Note: the EDP Specialist classification is no longer in the State Job Match)

Placing this classification at a grade 17 aligns with data collected from both the internal and external market.

When reviewing the points assignment to the MN state job match description and the District's job description, it is recommended that the Board approve the proposed Maintenance Planner / Scheduler 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"> • 5 years' direct experience and 2-year degree or 7 years combo • No license 	<ul style="list-style-type: none"> • 2-year degree or 4 years' experience or equivalent • No license
<ul style="list-style-type: none"> • Human relations skills 	<ul style="list-style-type: none"> • Ability to work and communicate with others on daily basis (internal/external) 	<ul style="list-style-type: none"> • Assists maintenance staff and effectively addresses their needs in a timely manner • Ability to establish and maintain relationships with stakeholders
<ul style="list-style-type: none"> • Managerial/Integrating skills 	<ul style="list-style-type: none"> • Works under the direction of a supervisor or lead worker • EAM 	<ul style="list-style-type: none"> • Works under the direction of a supervisor with latitude for independent action
<ul style="list-style-type: none"> • Tech skills 		<ul style="list-style-type: none"> • Performs technical content analysis • Manages and maintains EAM system • Computerized procurement system
<u>Problem Solving</u>		
<ul style="list-style-type: none"> • The way in which the employee makes decisions and solves problems 	<ul style="list-style-type: none"> • Works under the Maintenance Supervisor • Independent action 	<ul style="list-style-type: none"> • Works under the direction of manager with latitude for independent action • Independent action
<ul style="list-style-type: none"> • Degree in which they have to think on their own 		
<u>Accountability</u>		
<ul style="list-style-type: none"> • Amount of responsibility for actions, the consequences and the 	<ul style="list-style-type: none"> • Set procedures are in place 	<ul style="list-style-type: none"> • Set procedures are in place

measured effect of their job on the end result of the district		
<u>Special Conditions</u>	<ul style="list-style-type: none">• Ability to lift and carry up to 50lbs.• Be mobile over a variety of surfaces – sit, stand	<ul style="list-style-type: none">• Ability lift and carry up to 50 lbs• Ability to be mobile over a variety of structures and surfaces• Ability to work in confined spaces• Ability to wear an air purifying respirator

MAINTENANCE PLANNER/SCHEDULER

Approved: 2/2017

DEFINITION

Working under the guidance of the Operations & Maintenance Supervisor - Mechanical or other assigned supervisor, the Maintenance Planner/Scheduler has the responsibility of aiding in the efficient operation of the District's maintenance department by providing planning and scheduling services and technical support work to implement, manage and maintain an ongoing Enterprise Asset Management system (EAM).

JOB FUNCTIONS

- Provides high level administrative assistance to maintenance staff, supervisors and lead workers
- Performs technical content analysis to determine skill levels required, job hours necessary to complete the work, non-stock purchasing or Maintenance Repair and Operations (MRO) inventory needs, and if necessary, further design or modification
- Operates the EAM system used for maintenance planning and scheduling and participates in the development of maintenance schedules
- Manages work from all sources to expedite work order processing
- Provides assistance to maintenance staff and effectively addresses their needs in a timely manner
- Maintains schedules for preventive maintenance work on for District-wide plant assets, fleet vehicles, mobile equipment, and safety equipment
- Coordinates maintenance service contractors for specialized services
- Evaluates and procures parts, spares, tools and services to support District maintenance and operations as required by following District purchasing policy
- Assists project managers and other District staff in procuring services and/or materials for District projects
- Monitors and maintains parts associated with assets in the EAM based on manufacturers' suggested or recommended spare parts lists
- Coordinates with MRO inventory staff to ensure proper inventory of maintenance parts and their stocking levels
- Makes recommendations and may implement field maintenance service contractors
- Provides back up and support to the Electrical Planner
- Advises and assists in special projects related to planning and/or the EAM as needed
- Performs cleaning duties and other related projects to maintain clean and orderly conditions in the District facilities
- Monitors compliance with the District Safety Program and Emergency Plan to complete work without accidents or injuries
- Attends in-service training as required

- Assists in the training and education of other employees by providing on-the-job training, general instruction and specific training as required
- Performs related duties as assigned

MINIMUM QUALIFICATIONS

- Possess a minimum of five years direct experience as a millwright in a wastewater treatment plant, an industrial manufacturing plant or directly related industry and possess a two year industrial maintenance degree or equivalent education; or a combination of the above training and experience which totals seven years
- Previous maintenance planning experience preferred
- Possess a valid driver's license

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of standard mechanical maintenance practices, methods, materials and tools
- Knowledge and understanding of plant/piping processes, including but not limited to: piping, valves, hydraulics, pneumatics, conveyors, all types of pumps, and gearbox/drives
- Ability to effectively and efficiently coordinate job requirements with other District personnel
- Ability to independently anticipate and complete assigned responsibilities in a timely and professional manner
- Ability to utilize mechanical drawings and equipment parts diagrams to locate and identify material requirements
- Familiarity with a computerized financial and purchasing system
- Ability to organize, prioritize and plan effectively
- Ability to write clearly and effectively and possess good communication skills
- Knowledge and ability to implement safe work practices and procedures including: Confined Space Entry, Lock out/Tag out and Energy Control Procedures
- Ability to understand and follow written and oral instructions and to establish and maintain positive and effective working relationships with coworkers, supervisors and customers
- Ability to physically wear an air purifying respirator

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 ramps and ladders
- Capable of walking, reaching, bending and the ability to stand, kneel, stoop and crouch for extended periods

- Ability to work in confined spaces
- Ability to lift and carry supplies and equipment up to 50 pounds, and occasionally carry up to 75 pounds
- Be medically approved to wear an air purifying respirator

WORK ENVIRONMENT

The work environment described herein is representative of that which an employee encounters while performing the essential functions of this job.

- While performing the duties of this job, the employee may be exposed to wastewater, fumes, gases or airborne particles and toxic or caustic chemicals. The employee may work near moving mechanical parts and may occasionally be exposed to the risk of electrical shock and vibration. This work may involve loud noise and indoor and outdoor conditions, including all weather conditions.

JOB DESCRIPTION

Title:	Maintenance Planner / Scheduler
Reports To:	Maintenance & Facilities Manager
FLSA Status:	Non-Exempt
FTE, Shift & Hours:	1.0 FTE; M-F (40 hours / week)
Pay Grade:	17

DEFINITION

Under the direction of the Maintenance & Facilities Manager or other assigned supervisor, and with latitude for independent action, the Maintenance Planner/Scheduler has is responsible for planning and scheduling services and technical support work to implement, manage and maintain an ongoing Enterprise Asset Management system (EAM). This position provides a high level of technical assistance to maintenance staff, managers and lead workers by ensuring all maintenance jobs are planned and scheduled in a safe, efficient and cost-effective manner.

JOB FUNCTIONS

- Performs technical content analysis to determine required skill level, job hours to complete the work, non-stock purchasing or Maintenance Repair and Operations (MRO) inventory needs, and if necessary, further design or modification
- Utilizes an EAM system for maintenance planning and scheduling and participates in the development of maintenance schedules
- Manages work from all sources to expedite work order processing
- Assists maintenance staff and effectively addresses their needs in a timely manner
- Maintains schedules for preventive maintenance work on District assets, fleet vehicles, mobile equipment and safety equipment
- Coordinates maintenance service contractors for specialized services
- Evaluates and procures parts, spares, tools and services to support District maintenance and operations in accordance with the District purchasing policy
- Assists project managers and other District staff in procuring services and/or materials for District projects
- Monitors and maintains parts associated with assets in the EAM based on manufacturers' suggested or recommended spare parts lists
- Coordinates with MRO inventory staff to ensure proper inventory of maintenance parts and their stocking levels
- Coordinates with contractors to perform work for required maintenance
- Advises and assists in special projects related to planning and/or EAM as needed

Revision	06/06/2025
Department	Maintenance & Facilities

- Performs cleaning duties and other related projects to maintain clean and orderly conditions in the District facilities
- Actively engages in plant safety culture, which includes recognizing concerns and submitting to the hazard reporting record system; participates in safety meetings and trainings
- Maintains a constant awareness of safe work practices; monitors compliance with District safety program to complete work without accidents or injuries
- Attends in-service training when required; assists in the training and guidance of other operators and staff by providing on-the-job training, general instruction and specific training as required
- Performs related duties as assigned

MINIMUM QUALIFICATIONS

Education and Experience

- Possess an associate’s degree in industrial maintenance or four years of experience working in industrial maintenance
- An equivalent combination of education and experience may also be considered
- Previous maintenance planning experience preferred

Licenses and Certifications

- Possess a valid driver’s license

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of standard mechanical maintenance practices, methods, materials and tools
- Knowledge and understanding of plant/piping processes including, but not limited to, piping, valves, hydraulics, pneumatics, conveyors, all types of pumps and gearbox/drives
- Knowledge and ability to implement safe work practices and procedures including confined space entry, lockout/tagout, hot work, 70E and energy control procedures
- Skilled in computer operations, specifically Microsoft Office applications
- Ability to use, implement and maintain an EAM system as defined by the District
- Ability to utilize a computerized purchasing system for procurement
- Ability to effectively and efficiently coordinate job requirements with other District personnel
- Ability to independently anticipate and complete assigned responsibilities in a timely and professional manner
- Ability to utilize mechanical drawings and equipment parts diagrams to locate and identify material requirements
- Ability to plan, organize and facilitate meetings to achieve objectives

Revision	06/06/2025
Department	Maintenance & Facilities

- Ability to organize, prioritize and plan work effectively
- Ability to write clearly and effectively and possess good communication skills
- Ability to understand and follow written and oral instructions
- Ability to work both independently and as part of a team and with limited supervision
- Ability to establish and maintain effective working relationships with internal and external stakeholders

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to be mobile over a wide variety of structures and surfaces including ladders, ramps, steep terrain and outdoor areas in all weather conditions
- Capable of walking, reaching, bending and the ability to stand, kneel, stoop and crouch for extended periods
- Capable of exerting pushing and pulling force upon machinery and equipment; to reach overhead and bend over to lift and move objects
- Ability to lift and carry supplies and equipment up to 50 pounds, and occasionally carry up to 80 pounds
- Ability to work in confined spaces
- Medically able to wear an air purifying respirator

WORK ENVIRONMENT

The work environment described herein is representative of that which an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee may be exposed to the following:

- Wastewater, fumes, gases, oils, greases, airborne particulates, fuel and biosolids
- Moving mechanical equipment and occasionally exposed to the risk of electrical shock and vibration
- Work along highways, right of ways, in confined spaces and 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	06/06/2025
Department	Maintenance & Facilities

Memo

To: Board of Directors
From: Personnel Committee
Date: July 28, 2025
Subject: Approval of Instrument Technician Job Description and Pay Grade

Attached to this memo you will find the proposed job description for Instrument Technician. During this review, the job description was updated to include a modernized definition and consistent language throughout. Job functions were added around permit and documentation requirements, and minimum qualifications were updated to align 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

The revised job description requires an associate's degree in industrial controls and two years' experience. Registration with the state of MN as an electrical worker is required within 9 months.

Problem Solving and Accountability

This position works under the Electrical Maintenance & Reliability Manager and there are set procedures in place. There is a degree of independent problem solving.

Special Conditions

The work environment and physical demands were updated using the recent Physical Demands Analysis conducted by Essentia Occupational Health, using consistent language across job classifications.

MN State Job Match

In the District's current job description, the Instrument Technician was compared to the state's Electronics Technician, Sr. for a total of 233 pts, placing the existing classification at a grade 16. In the most recent review, the Instrument Technician was compared to the state's Electronics

Technician, Sr. (90% of 233 pts) and Electronics Systems Specialist (10% of 282 pts) for a total of 238 pts, which places the revised job description at a grade 17.

Placing this classification at a grade 17 aligns with data collected from both the internal and external market.

When reviewing the points assignment to the MN state job match description and the District's job description, it is recommended that the Board approve the proposed Instrument 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"> • 6 years' experience/education or combo which is accepted • Preferred license, not required 	<ul style="list-style-type: none"> • Associate's degree in industrial controls or related field and 2 years' experience • Registration with state of MN as an electrical worker
<ul style="list-style-type: none"> • Human relations skills 	<ul style="list-style-type: none"> • Ability to work and communicate with others on daily basis (internal/external) 	<ul style="list-style-type: none"> • Ability to establish and maintain relationships with stakeholders
<ul style="list-style-type: none"> • Managerial/Integrating skills 	<ul style="list-style-type: none"> • Works under the direction of a supervisor or lead worker 	<ul style="list-style-type: none"> • Works under the direction of a supervisor with latitude for independent action
<ul style="list-style-type: none"> • Tech skills 	<ul style="list-style-type: none"> • Understanding of plant operations and maintenance • Troubleshooting • Computer skills, EAM 	<ul style="list-style-type: none"> • PLC's • Computer skills, EAM • Troubleshooting
<u>Problem Solving</u>		
<ul style="list-style-type: none"> • The way in which the employee makes decisions and solves problems 	<ul style="list-style-type: none"> • Works under the Maintenance Supervisor • Independent action 	<ul style="list-style-type: none"> • Works under the direction of manager with latitude for independent action • Independent action
<ul style="list-style-type: none"> • Degree in which they have to think on their own 		
<u>Accountability</u>		
<ul style="list-style-type: none"> • Amount of responsibility for actions, the consequences and the measured effect of their 	<ul style="list-style-type: none"> • Set procedures are in place 	<ul style="list-style-type: none"> • Set procedures are in place

Instrument Technician

job on the end result of the district		
<u>Special Conditions</u>	<ul style="list-style-type: none">• Ability to lift and carry up to 50lbs.• Be mobile over a variety of surfaces – sit, stand	<ul style="list-style-type: none">• Ability lift and carry up to 50 lbs• Ability to be mobile over a variety of structures and surfaces• Ability to work in confined spaces• Ability to wear an air purifying respirator

INSTRUMENT TECHNICIAN

Approved: 2/2018

DEFINITION

Under the supervision of the assigned Supervisor of Electrical Maintenance and Reliability, and with latitude for independent action, an employee of this classification is responsible to maintain and repair a variety of instrumentation and electronic processing equipment. The work involves installation, modification, preventive maintenance, troubleshooting, and repair of the District's metering, transmitting and recording instruments, sensors, flow monitoring equipment and computer equipment; and other related work as assigned.

JOB FUNCTIONS

- Installs, modifies, maintains and repairs a variety of electronic and pneumatic instruments such as telemetering devices, transmitters, receivers, sensors, actuators, monitoring equipment, flow meters, and other instruments
- Calibrates and repairs a variety of gas monitoring equipment
- Ability to maintain, troubleshoot, and repair equipment associated with a Programmable Logic Controller (PLC) for District-wide monitoring and control, including input/output signals to ensure that accurate data is received, processed, and controlled correctly
- Operates diagnostic test equipment and tools to properly complete the installation, maintenance and/or repair of assigned projects
- Works with engineering, other trades and consulting specialists in the design, installation, modification, maintenance and repair of instrumentation and electronic processing equipment
- Reads and interprets plans, drawings, manuals, and control strategies to diagnose and repair equipment
- Provides status reports to appropriate District staff on the progress of job assignments
- Communicates with operational staff the operation, capabilities and limitations of the instrumentation equipment
- Analyze process data and makes recommendations to improve controlling systems
- Cleans the work area after completion of a project
- Keeps tools and equipment in good working condition
- Utilizes an Enterprise Asset Management system (EAM) for District equipment
- Assists in the training and education of new and existing employees by providing on the job training, general instructions, safety and emergency equipment training, monitors compliance with the District Safety Program and additional training as required
- Performs cleaning duties and other related projects to maintain clean and orderly conditions in the District facilities
- Prepare material list and cost estimates in coordination with staff and vendors
- Attends in-service training as required

- Performs related duties as assigned

MINIMUM QUALIFICATIONS

Graduation from a technical trade school with a degree in Instrumentation or equivalent education and possess four years' experience in maintenance and repair of electronic monitoring and processing equipment similar to that found in a wastewater or solid waste processing facility; or such combination of education and experience as may be accepted as equivalent. Registration with the State of Minnesota as an electrical worker or the ability to obtain within nine months. Certified Electronic Technician or Certified Instrument Technician preferred. Possess a valid driver's license.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and ability to operate various types of electrical/electronic instruments, control and test equipment
- Knowledge of basic PLC programming diagrams and operation
- Knowledge of National Electric Code (NEC)
- Ability to work independently or as a team
- Knowledge and ability to implement safe work practices and procedures including: Confined Space Entry, Lock out/Tag out and Energy Control Procedures
- Knowledge and ability to respond to emergency conditions and develop appropriate course of action
- Ability to read and comprehend plans, logic drawings, schematic diagrams, owner manuals and specifications
- Ability to solder and repair electronic equipment
- Ability to use, implement and maintain an Enterprise Asset Management (EAM) system as defined by the District
- Knowledge and ability to use computerized systems for plant operations, historical data tracking maintenance management systems, and spreadsheet and word processing software
- Ability to understand and follow written and oral instructions and to establish and maintain effective working relationships with supervisors, other employees and the public
- Ability to physically wear an air purifying respirator

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 and ramps

- 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 50 pounds, and occasionally carry up to 75 pounds
- Ability to work in confined spaces
- Be medically approved to wear an air purifying respirator

WORK ENVIRONMENT

The work environment described herein is representative of that which an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee will be exposed to wastewater, fumes, gases or airborne particles and toxic or caustic chemicals. The employee works near moving mechanical parts and exposed to the risk of electrical shock and vibration. This work involves loud noise, indoor and outdoor conditions, including all weather conditions.

JOB DESCRIPTION

Title:	Instrument Technician
Reports To:	Electrical Maintenance & Reliability Manager
FLSA Status:	Non-Exempt
FTE, Shift & Hours:	1.0 FTE; M-F (40 hours / week)
Pay Grade:	17

DEFINITION

Under the direction of the Electrical Maintenance & Reliability Manager or other assigned supervisor, and with latitude for independent action, the Instrument Technician is responsible for the maintenance and repair of a variety of instrumentation and electronic processing equipment throughout the facilities, which includes but is not limited to: installation, modification, preventive maintenance, troubleshooting and repair of process controls to include metering, transmitting and recording instruments, sensors, flow monitoring equipment, Programmable Logic Controller (PLC) equipment and other related equipment.

JOB FUNCTIONS

- Installs, modifies, maintains and repairs a variety of electronic and pneumatic instruments such as telemetering devices, transmitters, receivers, sensors, actuators, monitoring equipment, flow meters and other instruments
- Calibrates and repairs a variety of gas monitoring equipment
- Maintains, troubleshoots and repairs equipment associated with PLCs for District-wide monitoring and control, including input/output signals to ensure that accurate data is received, processed and controlled correctly
- Operates diagnostic test equipment and tools to properly complete the installation, maintenance and/or repair of assigned projects
- Collaborates with engineering, other trades and consulting specialists in the design, installation, modification, maintenance and repair of instrumentation and electronic processing equipment
- Reads and interprets plans, drawings, manuals and control strategies to diagnose and repair equipment
- Provides status reports to appropriate District staff on the progress of job assignments
- Communicates with and educates operational staff on the operation, device parameters and limitations of the instrumentation process control equipment
- Analyzes process data and makes recommendations to improve controlling systems

Revision	06/01/2025
Department	Electrical Maintenance

- Maintains accurate records on process instrument calibration equipment and devices related to customer billing and environmental permitting
- Utilizes an Enterprise Asset Management (EAM) system for maintenance efforts and recordkeeping of District equipment and documentation for permit related devices
- Cleans the work area after completion of a project and maintains overall housekeeping of District facilities related to department activities
- Actively engages in plant safety culture, which includes recognizing concerns and submitting to the hazard reporting record system; participates in safety meetings and trainings
- Maintains a constant awareness of safe work practices; monitors compliance with District safety program to complete work without accidents or injuries
- Attends in-service training when required; assists in the training and guidance of other operators and staff by providing on-the-job training, general instruction and specific training as required
- Performs related duties as assigned

MINIMUM QUALIFICATIONS

Education and Experience

- Possess an associate’s degree in industrial controls or related field and two years of experience in electrical / instrumentation maintenance and repair of electronic monitoring and processing equipment
- An equivalent combination of education and experience may also be considered

Licenses and Certifications

- Registration with the State of Minnesota as an electrical worker or the ability to obtain within nine months
- Certified Electronic Technician or Certified Instrument Technician preferred
- Possess a valid driver’s license

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of basic PLC programming diagrams and operation
- Knowledge of National Electric Code (NEC)
- Knowledge and ability to respond to emergency conditions and develop appropriate courses of action
- Knowledge and ability to implement safe work practices and procedures including confined space entry, lockout/tagout and energy control procedures
- Knowledge and ability to use computerized systems for plant operations, historical data tracking and trending systems
- Basic knowledge and ability to navigate appropriate software-based communication platforms for associated instrumentation devices
- Knowledge and ability to operate various types of electrical/electronic instruments, test equipment and controls
- Skilled in computer operations, specifically Microsoft Office applications

Revision	06/05/2025
Department	Electrical Maintenance

- Ability to develop material lists and time estimates for repair and maintenance of instrumentation process control equipment
- Ability to work independently or as a team
- Ability to read and comprehend plans, logic drawings, schematic diagrams, owner manuals and specifications
- Ability to use, implement and maintain an EAM system for work order management and service records
- Ability to understand and follow written and oral instructions
- Ability to establish and maintain effective working relationships with internal and external stakeholders

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to be mobile over a wide variety of structures and surfaces including ladders, ramps, steep terrain and outdoor areas in all weather conditions
- Capable of walking, reaching, bending and the ability to stand, kneel, stoop and crouch for extended periods
- Capable of exerting pushing and pulling force upon machinery and equipment; to reach overhead and bend over to lift and move objects
- Ability to lift and carry supplies and equipment up to 50 pounds, and occasionally carry up to 75 pounds
- Ability to work in confined spaces
- Medically able to wear an air purifying respirator

WORK ENVIRONMENT

The work environment described herein is representative of that which an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee may be exposed to the following:

- Wastewater, fumes, gases, oils, greases, airborne particulates, fuel and biosolids
- Moving mechanical equipment and occasionally exposed to the risk of electrical shock and vibration
- Work along highways, right of ways, in confined spaces and 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	06/05/2025
Department	Electrical Maintenance

WESTERN LAKE SUPERIOR SANITARY DISTRICT

FINANCIAL STATEMENT

June 2025

	<u>Page</u>
Wastewater Schedule of Revenues and Expenses	1
Wastewater Flows and Loads	2-4
Solid Waste Schedule of Revenues and Expenses	5
Total District Schedule of Revenues and Expenses	6
Total District Revenue Statement	7-8
Total District Expense Statement	9-10
Balance Sheet	11-12

**Western Lake Superior Sanitary District
Wastewater
Schedule of Revenue & Expense (Allocation)
For Period Ending June 30, 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	104,810	62,303	(42,507)	59%	190,766	184,992	(5,774)	97%
	Wastewater Municipality Revenue	13,393,426	1,116,120	1,116,120	0	100%	6,696,720	6,696,720	0	100%
	Hauled Waste	458,000	43,559	59,145	15,586	136%	165,430	216,017	50,587	131%
	Wastewater Industrial Revenue	16,875,635	1,393,148	1,338,121	(55,027)	96%	8,390,582	7,957,245	(433,337)	95%
	District Wide Allocation	378,000	0	0	0	0%	189,000	189,001	1	100%
	Miscellaneous	32,250	2,038	(28)	(2,066)	-1%	12,796	14,688	1,892	115%
33700	Investment Earnings	409,000	37,277	38,837	1,560	104%	207,058	249,208	42,150	120%
	Revenue	32,046,311	2,696,952	2,614,498	(82,454)	97%	15,852,352	15,507,870	(344,482)	98%
	Salaries, Wages and Compensation	7,575,846	622,927	591,193	31,734	95%	3,744,500	3,706,006	38,494	99%
	Overtime	434,062	35,508	46,897	(11,389)	132%	215,809	237,344	(21,535)	110%
	Benefits	3,475,433	269,960	247,227	22,733	92%	1,844,940	1,750,395	94,545	95%
	Payroll and Benefits	11,485,341	928,395	885,317	43,078	95%	5,805,249	5,693,745	111,504	98%
	Electricity	2,481,949	205,956	169,441	36,515	82%	1,231,734	1,163,778	67,956	94%
	Other Utilities and Fuels	604,232	47,607	50,442	(2,835)	106%	295,857	327,077	(31,220)	111%
	Fuel Oil	3,420	285	0	285	0%	1,710	0	1,710	0%
	Natural Gas	322,478	13,425	13,637	(212)	102%	192,677	221,755	(29,078)	115%
	Utilities and Fuel	3,412,079	267,273	233,521	33,753	87%	1,721,978	1,712,610	9,368	99%
	Repair and Maintenance	857,434	69,934	48,495	21,438	69%	390,059	404,159	(14,100)	104%
	Insurance	170,940	14,245	6,883	7,362	48%	85,470	99,525	(14,055)	116%
	Solid Waste & Grit Disposals	16,935	1,694	793	901	47%	8,129	3,833	4,296	47%
	Contract Services	1,660,433	137,461	109,460	28,001	80%	771,159	606,915	164,244	79%
	Supplies	431,321	39,126	36,319	2,807	93%	217,991	250,792	(32,801)	115%
	Chemicals	2,598,601	293,609	201,648	91,961	69%	1,282,242	1,067,854	214,388	83%
	Other Expense	925,778	65,400	50,511	14,889	77%	549,381	425,898	123,483	78%
	Other Direct Expenses	6,661,442	621,469	454,109	167,360	73%	3,304,431	2,858,975	445,455	87%
	Non-Payroll Expenses	10,073,520	888,743	687,630	201,113	77%	5,026,409	4,571,585	454,824	91%
	O & M Expenses	21,558,862	1,817,138	1,572,947	244,191	87%	10,831,658	10,265,330	566,328	95%
	Capital Projects	4,000,000	333,333	333,333	0	100%	1,999,998	1,999,998	0	100%
	Investment Earnings Construction	(300,000)	(27,718)	(32,476)	4,758	117%	(158,365)	(209,087)	50,722	132%
	Investment Earnings - Debt Service	(750,000)	(76,990)	(104,292)	27,302	135%	(393,656)	(588,470)	194,814	149%
	Debt Service	9,488,246	790,687	790,687	0	100%	4,744,122	4,744,122	0	100%
	Total Expenses	33,997,108	2,836,450	2,560,198	276,252	90%	17,023,757	16,211,893	811,864	95%
	Net Surplus	(1,950,797)	(139,498)	54,300	(193,798)	-39%	(1,171,405)	(704,023)	(467,382)	60%

2025 FLOW (MGD)

	BUDGET	AVG THROUGH	
	2025	6/30/2025	VARIANCE
DULUTH	13.000	11.175	(1.825)
CLOQUET	1.000	0.966	(0.034)
HERMANTOWN	0.650	0.719	0.069
PROCTOR	0.400	0.333	(0.067)
ESKO	0.2062	0.167	(0.039)
(Includes Helb/Lars)			
SCANLON	0.169	0.383	0.214
CARLTON	0.160	0.156	(0.004)
THOMSON	0.009	0.008	(0.001)
(City only)			
TWIN LAKES	0.040	0.033	(0.007)
RICE LAKE	0.060	0.054	(0.006)
OLIVER	0.020	0.018	(0.002)
PIKE LAKE	0.100	0.085	(0.015)
KNIFE RIVER	0.024	0.021	(0.003)
MPCA LANDFILL	0.003	0.002	(0.002)
WRENSHALL	0.030	0.032	0.002
JAY COOKE	0.002	0.0016	(0.000)
BUFFALO/MIDWAY	0.0050	0.005	0.0000
DULUTH/NORTH SHO	0.057	0.051	(0.006)
MUNICIPAL SUBTOT	15.935	14.209	(1.727)
SAPPI	17.019	16.392	(0.627)
USG	0.550	0.453	(0.097)
SOFIDEL AMERICA	1.500	1.402	(0.098)
SPECIALTY MINERAL	0.195	0.212	0.017
INDUSTRIAL SUBTOT	19.264	18.458	(0.806)
TOTAL FLOW	35.199	32.666	(2.533)

2025 BOD (LBS/DAY)

	BUDGET 2025	AVG THROUGH 6/30/2025	VARIANCE
DULUTH	13,200	12,108	(1,092)
CLOQUET	1,493	1,441	(52)
HERMANTOWN	1,150	1,086	(64)
PROCTOR	475	369	(106)
ESKO (Includes Helb/Lars)	269	269	0
SCANLON	282	638	356
CARLTON	171	171	0
THOMSON (City only)	15	13	(2)
TWIN LAKES	153	138	(15)
RICE LAKE	100	90	(10)
OLIVER	33	30	(3)
PIKE LAKE	167	142	(25)
KNIFE RIVER	40	35	(5)
MPCA LANDFILL	5	3	(2)
WRENSHALL	50	54	4
JAY COOKE	3	3	(0)
BUFFALO/MIDWAY	13	12	(1)
DULUTH/NORTH SHO	95	85	(10)
MUNICIPAL SUBTOT	17,715	16,687	(1,028)
SAPPI	40,000	33,293	(6,707)
USG	2,000	1,616	(384)
SOFIDEL AMERICA	325	305	(20)
SPECIALTY MINERAL	5	6	1
INDUSTRIAL SUBTOT	42,330	35,220	(7,110)
TOTAL BOD	60,045	51,907	(8,138)

2025 SUSPENDED SOLIDS (LBS/DAY)

	BUDGET 2025	AVG THROUGH 6/30/2025	VARIANCE
DULUTH	17,000	17,537	537
CLOQUET	2,000	2,118	118
HERMANTOWN	1,100	1,200	100
PROCTOR	550	539	(11)
ESKO (Includes Helb/Lars)	322	322	0
SCANLON	282	638	356
CARLTON	206	206	0
THOMSON (City only)	13	13	0
TWIN LAKES	133	124	(9)
RICE LAKE	100	90	(10)
OLIVER	33	30	(3)
PIKE LAKE	167	142	(25)
KNIFE RIVER	37	35	(2)
MPCA LANDFILL	5	3	(2)
WRENSHALL	50	54	4
JAY COOKE	3	3	(0)
BUFFALO/MIDWAY	8	8	0
DULUTH/NORTH SHOI	95	85	(10)
MUNICIPAL SUBTOT	22,104	23,147	1,043
SAPPI	20,035	20,860	825
USG	3,000	1,863	(1,137)
SOFIDEL AMERICA	300	348	48
SPECIALTY MINERALS	500	442	(58)
INDUSTRIAL SUBTOT	23,835	23,513	(322)
TOTAL DISTRICT	45,939	46,660	721

**Western Lake Superior Sanitary District
Solid Waste
Schedule of Revenue & Expense (Allocation)
For Period Ending June 30, 2025**

Acct	Description	Annual Budget 2025	Month Budget	Month Actual	Variance	Act/Bud	YTD Budget 2025	YTD Actual	Variance	Act/Bud
	Miscellaneous	0	0	0	0	0%	0	36	36	0%
	Solid Waste Tipping Fees	6,882,100	673,627	607,200	(66,427)	90%	3,319,572	3,212,542	(107,030)	97%
	Solid Waste MRC Demo	762,900	90,722	75,443	(15,279)	83%	320,376	331,822	11,446	104%
	Solid Waste Service Fees	3,174,000	287,422	296,266	8,844	103%	1,566,274	1,583,984	17,710	101%
	HHW Revenue	426,000	63,161	107,561	44,400	170%	156,859	162,909	6,050	104%
	Recycling Revenue	1,100	109	9,156	9,047	8400%	513	17,936	17,423	3496%
	Yard Waste Revenue	162,550	33,910	25,718	(8,192)	76%	118,712	123,694	4,982	104%
	Property Taxes	1,327,664	110,639	110,639	0	100%	663,834	665,351	1,517	100%
	SW Operating Grants	466,000	0	64,393	64,393	0%	200,000	213,686	13,686	107%
33700	Investment Earnings	50,000	4,167	6,854	2,687	164%	25,002	43,978	18,976	176%
	Revenue	13,252,314	1,263,757	1,303,229	39,472	103%	6,371,142	6,355,938	(15,204)	100%
	Salaries, Wages and Compensation	2,556,973	210,216	201,115	9,101	96%	1,264,386	1,244,302	20,084	98%
	Overtime	65,738	7,757	8,498	(741)	110%	32,506	37,714	(5,208)	116%
	Benefits	1,195,925	92,056	85,474	6,581	93%	640,431	591,179	49,252	92%
	Payroll and Benefits	3,818,636	310,029	295,087	14,942	95%	1,937,323	1,873,195	64,128	97%
	Electricity	59,231	4,290	2,368	1,921	55%	30,959	20,284	10,675	66%
	Other Utilities and Fuels	59,918	4,992	4,484	508	90%	30,078	28,801	1,277	96%
	Natural Gas	11,500	250	138	113	55%	7,500	4,494	3,006	60%
	Utilities and Fuel	130,649	9,532	6,990	2,542	73%	68,537	53,579	14,958	78%
	Repair and Maintenance	48,566	4,067	3,175	893	78%	25,943	29,759	(3,816)	115%
	Insurance	93,960	7,830	3,783	4,047	48%	46,980	54,705	(7,725)	116%
	Solid Waste & Grit Disposals	7,125,731	716,020	603,361	112,659	84%	3,452,464	3,265,084	187,380	95%
	Contract Services	1,260,751	149,271	138,486	10,785	93%	567,679	500,493	67,186	88%
	Supplies	120,399	11,791	12,175	(385)	103%	60,083	84,199	(24,116)	140%
	Other Expense	816,339	73,076	46,084	26,992	63%	486,842	269,071	217,771	55%
	Other Direct Expenses	9,465,746	962,055	807,064	154,991	84%	4,639,991	4,203,312	436,679	91%
	Non-Payroll Expenses	9,596,396	971,586	814,054	157,532	84%	4,708,528	4,256,891	451,637	90%
	O & M Expenses	13,415,031	1,281,615	1,109,141	172,474	87%	6,645,851	6,130,086	515,765	92%
	Capital Projects	127,500	10,625	10,625	0	100%	63,750	63,750	0	100%
	Investment Earnings Construction	(27,500)	(2,292)	(6,142)	3,850	268%	(13,752)	(36,653)	22,901	267%
	Transfer Stat Capital	93,586	9,306	8,782	524	94%	46,125	41,084	5,041	89%
	Total Expenses	13,608,617	1,299,254	1,122,406	176,848	86%	6,741,974	6,198,267	543,708	92%
	Net Surplus	(356,303)	(35,497)	180,823	(216,320)	-509%	(370,832)	157,671	(528,503)	-43%

**Western Lake Superior Sanitary District
Total District
Schedule of Revenue & Expense (Allocation)
For Period Ending June 30, 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	104,810	62,303	(42,507)	59%	190,766	184,992	(5,774)	97%
	Wastewater Municipality Revenue	13,393,426	1,116,120	1,116,120	0	100%	6,696,720	6,696,720	0	100%
	Hauled Waste	458,000	43,559	59,145	15,586	136%	165,430	216,017	50,587	131%
	Wastewater Industrial Revenue	16,875,635	1,393,148	1,338,121	(55,027)	96%	8,390,582	7,957,245	(433,337)	95%
	District Wide Allocation	378,000	0	0	0	0%	189,000	189,001	1	100%
	Miscellaneous	32,250	2,038	(28)	(2,066)	-1%	12,796	16,900	4,104	132%
	Solid Waste Tipping Fees	6,882,100	673,627	607,200	(66,427)	90%	3,319,572	3,212,542	(107,030)	97%
	Solid Waste MRC Demo	762,900	90,722	75,443	(15,279)	83%	320,376	331,822	11,446	104%
	Solid Waste Service Fees	3,174,000	287,422	296,266	8,844	103%	1,566,274	1,583,984	17,710	101%
	HHW Revenue	426,000	63,161	107,561	44,400	170%	156,859	162,909	6,050	104%
	Recycling Revenue	1,100	109	9,156	9,047	8400%	513	17,936	17,423	3496%
	Yard Waste Revenue	162,550	33,910	25,718	(8,192)	76%	118,712	123,694	4,982	104%
	Property Taxes	1,327,664	110,639	110,639	0	100%	663,834	665,351	1,517	100%
	SW Operating Grants	466,000	0	64,393	64,393	0%	200,000	213,686	13,686	107%
33700	Investment Earnings	459,000	41,444	45,691	4,247	110%	232,060	293,186	61,126	126%
	Revenue	45,298,625	3,960,709	3,917,727	(42,982)	99%	22,223,494	21,865,984	(357,510)	98%
	Salaries, Wages and Compensation	10,132,819	833,143	792,308	40,835	95%	5,008,886	4,950,439	58,447	99%
	Overtime	499,800	43,265	55,395	(12,130)	128%	248,315	274,927	(26,612)	111%
	Benefits	4,671,358	362,016	332,702	29,314	92%	2,485,371	2,341,574	143,797	94%
	Payroll and Benefits	15,303,977	1,238,424	1,180,404	58,020	95%	7,742,572	7,566,940	175,632	98%
	Electricity	2,541,180	210,246	171,810	38,436	82%	1,262,693	1,184,062	78,631	94%
	Other Utilities and Fuels	664,150	52,599	54,927	(2,328)	104%	325,935	355,878	(29,943)	109%
	Fuel Oil	3,420	285	0	285	0%	1,710	0	1,710	0%
	Natural Gas	333,978	13,675	13,775	(100)	101%	200,177	226,248	(26,071)	113%
	Utilities and Fuel	3,542,728	276,805	240,511	36,294	87%	1,790,515	1,766,188	24,327	99%
	Repair and Maintenance	906,000	74,001	51,670	22,331	70%	416,002	433,918	(17,916)	104%
	Insurance	264,900	22,075	10,666	11,409	48%	132,450	154,230	(21,780)	116%
	Solid Waste & Grit Disposals	7,142,666	717,714	604,154	113,560	84%	3,460,593	3,268,917	191,676	94%
	Contract Services	2,921,184	286,732	247,946	38,786	86%	1,338,838	1,107,408	231,430	83%
	Supplies	551,720	50,917	48,495	2,422	95%	278,074	334,991	(56,917)	120%
	Chemicals	2,598,601	293,609	201,648	91,961	69%	1,282,242	1,067,854	214,388	83%
	Other Expense	1,742,117	138,476	96,595	41,881	70%	1,036,223	694,969	341,254	67%
	Other Direct Expenses	16,127,188	1,583,524	1,261,173	322,351	80%	7,944,422	7,062,288	882,134	89%
	Non-Payroll Expenses	19,669,916	1,860,329	1,501,684	358,645	81%	9,734,937	8,828,476	906,461	91%
	O & M Expenses	34,973,893	3,098,753	2,682,088	416,665	87%	17,477,509	16,395,416	1,082,093	94%
	Capital Projects	4,127,500	343,958	343,958	0	100%	2,063,748	2,063,748	0	100%
	Investment Earnings Construction	(327,500)	(30,010)	(38,618)	8,608	129%	(172,117)	(245,740)	73,623	143%
	Investment Earnings - Debt Service	(750,000)	(76,990)	(104,292)	27,302	135%	(393,656)	(588,470)	194,814	149%
	Transfer Stat Capital	93,586	9,306	8,782	524	94%	46,125	41,084	5,041	89%
	Debt Service	9,488,246	790,687	790,687	0	100%	4,744,122	4,744,122	0	100%
	Total Expenses	47,605,725	4,135,704	3,682,604	453,100	89%	23,765,731	22,410,159	1,355,572	94%
	Net Surplus	(2,307,100)	(174,995)	235,123	(410,118)	-134%	(1,542,237)	(544,176)	(998,061)	35%

**Western Lake Superior Sanitary District
Total District
Revenue Statement
For Period Ending June 30, 2025**

Acct	Description	Annual Budget 2025	Month Budget	Month Actual	Variance	Act/Bud	YTD Budget 2025	YTD Actual	Variance	Act/Bud
33000	WWT Charge-Duluth	10,497,845	874,820	874,820	0	100%	5,248,920	5,248,920	0	100%
33020	WWT Charge-Cloquet	1,039,683	86,640	86,640	0	100%	519,840	519,840	0	100%
33040	WWT Charge-Proctor	355,130	29,594	29,594	0	100%	177,564	177,564	0	100%
33060	WWT Charge-Hermantown	647,817	53,985	53,985	0	100%	323,910	323,910	0	100%
33080	WWT Charge-Scanlon	154,253	12,854	12,854	0	100%	77,124	77,124	0	100%
33100	WWT Charge-Thomson Twn	183,824	15,319	15,319	0	100%	91,914	91,914	0	100%
33120	WWT Charge-Carlton	136,927	11,411	11,411	0	100%	68,466	68,466	0	100%
33140	WWT Charge-Wrenshall	28,854	2,405	2,405	0	100%	14,430	14,430	0	100%
33150	WWT Charge-Twin Lakes	71,895	5,991	5,991	0	100%	35,946	35,946	0	100%
33160	WWT Charge-Thomson City	9,957	830	830	0	100%	4,980	4,980	0	100%
33170	WWT Charge-Oliver	18,908	1,576	1,576	0	100%	9,456	9,456	0	100%
33180	WWT Charge-Jay Cooke	2,634	220	220	0	100%	1,320	1,320	0	100%
33190	WWT Charge-Pike Lake	90,802	7,567	7,567	0	100%	45,402	45,402	0	100%
33210	WWT Charge-North Shore	56,933	4,744	4,744	0	100%	28,464	28,464	0	100%
33213	WWT Charge-MPCA Landfill	9,255	771	771	0	100%	4,626	4,626	0	100%
33214	WWT Charge-Midway	5,985	499	499	0	100%	2,994	2,994	0	100%
33215	WWT Charge-Knife River	22,892	1,908	1,908	0	100%	11,448	11,448	0	100%
33220	WWT Charge-Rice Lake	59,832	4,986	4,986	0	100%	29,916	29,916	0	100%
Wastewater Municipality Revenue		13,393,426	1,116,120	1,116,120	0	100%	6,696,720	6,696,720	0	100%
33450	WWT Charge-Sofidel America	1,560,373	129,503	124,819	(4,684)	96%	778,285	767,205	(11,080)	99%
33360	WWT Charge-Sappi	14,201,276	1,171,693	1,135,157	(36,536)	97%	7,058,458	6,731,545	(326,913)	95%
33380	WWT Charge-USG	935,335	77,189	61,607	(15,582)	80%	464,962	370,633	(94,329)	80%
33420	WWT Charge-Spec Minerals	178,651	14,763	16,538	1,775	112%	88,877	87,862	(1,015)	99%
33440	WWT Charge-ST Paper 1	0	0	0	0	0%	0	0	0	0%
Wastewater Industry Revenue		16,875,635	1,393,148	1,338,121	(55,027)	96%	8,390,582	7,957,245	(433,337)	95%
33510	WWT Charge-Permits	750	40	100	60	250%	708	100	(608)	14%
33520	WWT Charge-Hauled Waste	458,000	43,559	59,145	15,586	136%	165,430	216,017	50,587	131%
33530	Capacity Availability Fee	500,000	104,810	62,303	(42,507)	59%	190,766	184,992	(5,774)	97%
33540	Biosolids Revenue	30,000	1,998	(166)	(2,164)	-8%	12,088	14,422	2,334	119%
Wastewater Misc Revenue		988,750	150,407	121,382	(29,025)	81%	368,992	415,531	46,539	113%
33600	Tipping Fee-District	4,463,261	443,795	406,023	(37,772)	91%	2,199,797	2,173,260	(26,537)	99%
33605	SW Unacceptable Revenue	0	0	1,760	1,760	0%	0	9,290	9,290	0%
33610	Tipping Fee-Self Haul	675	67	0	(67)	0%	333	15	(318)	5%
33615	SW Unacceptable Ticket Fine Re	0	0	5,000	5,000	0%	0	28,200	28,200	0%
33660	Tipping Fee-Carlton	863,089	80,038	77,558	(2,480)	97%	409,442	413,906	4,464	101%
33665	Tipping Fee-Superior	370,221	33,658	39,404	5,746	117%	179,384	221,621	42,237	124%
33675	Tipping Fee-Cook Cty	452,102	47,312	22,361	(24,951)	47%	187,534	99,412	(88,122)	53%
33680	Tipping Fee-Lake Cty	483,096	44,453	32,860	(11,593)	74%	225,575	155,081	(70,494)	69%
33685	SW Permits/Licenses	1,000	83	50	(33)	60%	498	400	(98)	80%
33720	Admin Fee-District	82,657	8,219	7,203	(1,016)	88%	40,738	38,835	(1,903)	95%
33721	Admin Fee-Carlton Cty	27,902	2,587	2,321	(266)	90%	13,237	12,054	(1,183)	91%
33722	Admin Fee-Superior	12,339	1,122	1,306	184	116%	5,980	7,092	1,112	119%
33723	Admin Fee-Cook Cty	15,068	1,577	1,146	(431)	73%	6,251	5,183	(1,068)	83%
33724	Admin Fee-Lake Cty	16,102	1,482	1,427	(55)	96%	7,519	6,690	(829)	89%
33725	Capital Fee-District	16,458	1,636	1,818	182	111%	8,111	7,008	(1,103)	86%
33726	Capital Fee-Carlton Cty	19,117	1,940	1,793	(147)	92%	8,344	8,790	446	105%
33727	Capital Fee-Superior	16,453	1,496	1,741	245	116%	7,971	9,456	1,485	119%
33728	Capital Fee-Cook Cty	20,091	2,103	1,528	(575)	73%	8,334	6,910	(1,424)	83%
33729	Capital Fee-Lake Cty	21,469	1,976	1,902	(74)	96%	10,026	8,921	(1,105)	89%
33730	SW Ordinance Late Charge	1,000	83	0	(83)	0%	498	419	(79)	84%
Solid Waste Tipping Fees		6,882,100	673,627	607,200	(66,427)	90%	3,319,572	3,212,542	(107,030)	97%
33630	MRC-Demo, Mixed Waste	762,900	90,722	75,443	(15,279)	83%	320,376	331,822	11,446	104%
Solid Waste MRC Demo		762,900	90,722	75,443	(15,279)	83%	320,376	331,822	11,446	104%
33690	Serv Fee-District	3,084,000	267,422	271,266	3,844	101%	1,526,274	1,528,796	2,522	100%
33695	Serv Fee-Carlton Out	10,000	0	0	0	0%	0	0	0	0%
33698	Serv Fee-Other	80,000	20,000	25,000	5,000	125%	40,000	55,188	15,188	138%
Solid Waste Service Fees		3,174,000	287,422	296,266	8,844	103%	1,566,274	1,583,984	17,710	101%
33801	Property Tax-St Louis Cty	1,099,579	91,632	91,632	0	100%	549,792	551,126	1,334	100%
33802	Property Tax-Carlton Cty	228,085	19,007	19,007	0	100%	114,042	114,224	182	100%
Property Taxes		1,327,664	110,639	110,639	0	100%	663,834	665,351	1,517	100%
33700	Investment Earnings	459,000	41,444	45,691	4,247	110%	232,060	293,186	61,126	126%
33701	Investment Earn-Const	327,500	30,010	38,618	8,608	129%	172,117	245,740	73,623	143%
33702	Investment Earn-Ds	750,000	76,990	104,292	27,302	135%	393,656	588,470	194,814	149%
Investment Earnings		1,536,500	148,444	188,601	40,157	127%	797,833	1,127,396	329,563	141%
33800	District-Wide	378,000	0	0	0	0%	189,000	189,001	1	100%
33831	P-Card Rebate	0	0	16,114	16,114	0%	0	33,669	33,669	0%
33850	Capital Contributions	750	0	0	0	0%	304	0	(304)	0%
33860	Gain On Sale Of Asset	0	0	0	0	0%	0	11,400	11,400	0%
33950	Miscellaneous	1,500	0	0	0	0%	0	2,176	2,176	0%
Other Income		380,250	0	16,114	16,114	0%	189,304	236,246	46,942	125%
33641	HHW Rev-Batteries	6,000	491	557	66	113%	1,712	1,278	(434)	75%
33642	HHW Fees-Vsqg	24,000	1,105	1,439	334	130%	13,170	10,491	(2,679)	80%

**Western Lake Superior Sanitary District
Total District
Revenue Statement
For Period Ending June 30, 2025**

Acct	Description	Annual Budget 2025	Month Budget	Month Actual	Variance	Act/Bud	YTD Budget 2025	YTD Actual	Variance	Act/Bud
33643	HHW Fees-Paint Care	198,000	49,500	61,000	11,500	123%	99,000	62,522	(36,478)	63%
33648	HHW Rev-Dept Of Ag	15,000	0	0	0	0%	1,248	(431)	(1,679)	-35%
33650	HHW Contract-Regional	100,000	5,642	35,191	29,549	624%	27,020	75,013	47,993	278%
33655	HHW Service Fees	83,000	6,423	9,374	2,951	146%	14,709	14,035	(674)	95%
33900	HHW-State Grant	66,000	0	64,393	64,393	0%	0	64,393	64,393	0%
	HHW Revenue	492,000	63,161	171,954	108,793	272%	156,859	227,302	70,443	145%
33640	Recycling Revenue	1,100	109	9,156	9,047	8400%	513	17,936	17,423	3496%
33890	State Grant-Score	400,000	0	0	0	0%	200,000	149,293	(50,707)	75%
	Recycling Revenue	401,100	109	9,156	9,047	8400%	200,513	167,229	(33,284)	83%
33637	Yard Waste Revenue	162,550	33,910	25,718	(8,192)	76%	118,712	123,694	4,982	104%
	Yard Waste Revenue	162,550	33,910	25,718	(8,192)	76%	118,712	123,694	4,982	104%
33944	Finance Charge Revenue	0	0	38	38	0%	0	202	202	0%
	Miscellaneous	0	0	38	38	0%	0	202	202	0%
	Total Revenue	46,376,875	4,067,709	4,076,752	9,043	100%	22,789,571	22,745,263	(44,308)	100%

**Western Lake Superior Sanitary District
Total District
Expense Statement
For Period Ending June 30, 2025**

Acct	Description	Annual Budget 2025	Month Budget	Month Actual	Variance	Act/Bud	YTD Budget 2025	YTD Actual	Variance	Act/Bud
44010	Direct Wages	8,323,934.00	683,835.00	609,525.78	74,309.22	89.13%	4,150,165.00	4,029,430.96	120,734.04	97.09%
44020	Sunday Premium	67,485.00	5,623.00	5,440.66	182.34	96.76%	33,747.00	36,362.00	(2,615.00)	107.75%
44040	Shift	25,428.00	2,090.00	2,337.37	(247.37)	111.84%	12,609.00	14,979.76	(2,370.76)	118.80%
44050	Vacation	760,386.00	62,497.00	100,065.25	(37,568.25)	160.11%	377,068.00	426,994.90	(49,926.90)	113.24%
44060	Holiday	486,688.00	40,558.00	42,499.95	(1,941.95)	104.79%	202,783.00	218,099.74	(15,316.74)	107.55%
44070	Personal Leave	151,529.00	12,454.00	10,223.80	2,230.20	82.09%	75,137.00	54,563.89	20,573.11	72.62%
44080	Sick	317,369.00	26,086.00	22,215.05	3,870.95	85.16%	157,377.00	170,007.62	(12,630.62)	108.03%
	Salaries & Wages	10,132,819.00	833,143.00	792,307.86	40,835.14	95.10%	5,008,886.00	4,950,438.87	58,447.13	98.83%
44090	Overtime	499,800.00	43,265.00	55,394.61	(12,129.61)	128.04%	248,315.00	274,926.68	(26,611.68)	110.72%
	Total Salary	10,632,619.00	876,408.00	847,702.47	28,705.53	96.72%	5,257,201.00	5,225,365.55	31,835.45	99.39%
44200	Employers FICA	693,640.00	57,011.00	49,206.53	7,804.47	86.31%	343,966.00	306,010.61	37,955.39	88.97%
44210	Employers FICA/Medic	154,647.00	12,710.00	11,507.97	1,202.03	90.54%	76,687.00	71,566.89	5,120.11	93.32%
44220	Employers PERA	797,064.00	65,512.00	61,551.20	3,960.80	93.95%	395,260.00	383,814.26	11,445.74	97.10%
44240	Group Hospital/Med	2,649,828.00	197,237.00	184,992.75	12,244.25	93.79%	1,466,406.00	1,410,293.52	56,112.48	96.17%
44260	Group Dental	123,500.00	10,293.00	9,839.44	453.56	95.59%	61,742.00	60,184.66	1,557.34	97.48%
44280	Group Life	19,506.00	1,625.00	1,523.52	101.48	93.76%	9,756.00	9,221.67	534.33	94.52%
44300	Long-Term Disability	26,506.00	2,210.00	2,043.85	166.15	92.48%	13,246.00	12,490.69	755.31	94.30%
44340	Workers Compensation	165,000.00	13,750.00	10,297.66	3,452.34	74.89%	82,500.00	53,181.34	29,318.66	64.46%
44350	Unemployment Comp	9,000.00	0.00	516.22	(516.22)	0.00%	9,000.00	8,840.27	159.73	98.23%
44390	Other Benefits	32,667.00	1,668.00	1,222.37	445.63	73.28%	26,808.00	25,970.13	837.87	96.87%
	Total Benefits	4,671,358.00	362,016.00	332,701.51	29,314.49	91.90%	2,485,371.00	2,341,574.04	143,796.96	94.21%
	Total Payroll	15,303,977.00	1,238,424.00	1,180,403.98	58,020.02	95.32%	7,742,572.00	7,566,939.59	175,632.41	97.73%
44800	Fuel-Fuel Oil	3,420.00	285.00	0.00	285.00	0.00%	1,710.00	0.00	1,710.00	0.00%
44820	Fuel-Natural Gas	330,478.00	13,625.00	13,774.87	(149.87)	101.10%	198,177.00	225,118.70	(26,941.70)	113.59%
44830	Fuel-Propane	3,500.00	50.00	0.00	50.00	0.00%	2,000.00	1,129.62	870.38	56.48%
55000	Electricity	2,541,180.00	210,246.00	171,809.51	38,436.49	81.72%	1,262,693.00	1,184,062.01	78,630.99	93.77%
55200	Telephone	49,330.00	4,115.00	3,908.32	206.68	94.98%	24,637.00	23,689.58	947.42	96.15%
55210	Telemeter	170,917.00	14,172.00	15,620.46	(1,448.46)	110.22%	85,632.00	99,598.95	(13,966.95)	116.31%
55220	Gasoline	28,275.00	2,356.00	1,993.71	362.29	84.62%	14,139.00	14,404.79	(265.79)	101.88%
55230	Diesel	133,181.00	9,642.00	5,589.12	4,052.88	57.97%	68,243.00	59,163.63	9,079.37	86.70%
55240	Water	235,363.00	18,593.00	24,389.94	(5,796.94)	131.18%	110,958.00	144,795.79	(33,837.79)	130.50%
55241	Storm Water Fee	47,084.00	3,721.00	3,424.97	296.03	92.04%	22,326.00	14,225.25	8,100.75	63.72%
55520	Repairs-Maintenance	686,000.00	57,834.00	44,970.18	12,863.82	77.76%	366,000.00	415,260.35	(49,260.35)	113.46%
55525	Inventory Adjustments	0.00	0.00	(0.70)	0.70	0.00%	0.00	693.18	(693.18)	0.00%
55530	Inventory Cost Variance	0.00	0.00	(4.27)	4.27	0.00%	0.00	(192.44)	192.44	0.00%
55570	Repairs-Interceptors	50,000.00	4,167.00	6,704.69	(2,537.69)	160.90%	25,002.00	17,771.57	7,230.43	71.08%
55580	Clean-Interceptors	170,000.00	12,000.00	0.00	12,000.00	0.00%	25,000.00	0.00	25,000.00	0.00%
55701	Solid Waste Disposal	4,646,963.00	462,061.00	390,162.25	71,898.75	84.44%	2,290,337.00	2,077,227.60	213,109.40	90.70%
44520	Contract Cleaning	86,094.00	7,171.00	6,724.00	447.00	93.77%	43,040.00	41,785.00	1,255.00	97.08%
55702	Solid Waste Disposal-MRC	252,887.00	30,000.00	26,174.46	3,825.54	87.25%	94,887.00	112,948.58	(18,061.58)	119.03%
55703	Tr Sta Operation And Transport	1,990,881.00	197,959.00	186,815.43	11,143.57	94.37%	981,240.00	985,636.58	(4,396.58)	100.45%
55704	Solid Waste Hauling-MRC	225,000.00	25,000.00	209.00	24,791.00	0.84%	85,000.00	88,521.70	(3,521.70)	104.14%
55705	Annual Unacceptable Incentive	8,000.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
55706	Solid Waste Disposal-Community	2,000.00	1,000.00	0.00	1,000.00	0.00%	1,000.00	750.00	250.00	75.00%
55710	Grit Disposals	16,935.00	1,694.00	792.61	901.39	46.79%	8,129.00	3,832.56	4,296.44	47.15%
55790	Cont Serv-Disp Household Recyc	45,000.00	5,000.00	3,962.38	1,037.62	79.25%	22,000.00	21,149.85	850.15	96.14%
55791	Cont Serv-Disp Medical Sharps	4,000.00	300.00	420.00	(120.00)	140.00%	1,700.00	1,620.00	80.00	95.29%
55792	Cont Serv-Disp Pharmaceuticals	800.00	0.00	0.00	0.00	0.00%	400.00	0.00	400.00	0.00%
55793	Cont Serv-Disp Oil & Filters	0.00	0.00	(132.50)	132.50	0.00%	0.00	(605.00)	605.00	0.00%
55794	Cont Serv-Disp Organics Overs	1,600.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
55795	Cont Serv-Disp Organics Reject	400.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
55800	Cont Serv-Electrical	6,000.00	2,000.00	4,640.00	(2,640.00)	232.00%	4,000.00	10,564.39	(6,564.39)	264.11%
55805	Cont Serv-Biofilter	10,000.00	5,000.00	0.00	5,000.00	0.00%	10,000.00	0.00	10,000.00	0.00%
55806	Cont Serv-Bagging	23,000.00	0.00	0.00	0.00	0.00%	23,000.00	19,731.80	3,268.20	85.79%
55807	Cont Serv-Wood Grinding	31,000.00	0.00	0.00	0.00	0.00%	8,000.00	0.00	8,000.00	0.00%
55808	Cont Serv-Snow Plowing	16,500.00	0.00	0.00	0.00	0.00%	13,500.00	4,155.60	9,344.40	30.78%
55812	Cont Serv-Disp Mattresses	115,000.00	14,000.00	9,900.00	4,100.00	70.71%	51,000.00	48,540.00	2,460.00	95.18%
55813	Cont Serv-Disp Electron	47,000.00	6,000.00	2,885.05	3,114.95	48.08%	19,500.00	20,605.08	(1,105.08)	105.67%
55814	Cont Serv-Disp Fluoresce	22,000.00	2,500.00	(176.82)	2,676.82	-7.07%	11,000.00	3,807.83	7,192.17	34.62%
55815	Cont Serv-Disp Tire	53,000.00	8,500.00	12,360.50	(3,860.50)	145.42%	25,000.00	28,303.00	(3,303.00)	113.21%
55816	Cont Serv-Disp Local	100,000.00	15,000.00	11,473.36	3,526.64	76.49%	30,000.00	30,550.54	(550.54)	101.84%
55817	Cont Serv-Disp County	90,000.00	40,000.00	32,497.57	7,502.43	81.24%	43,000.00	50,585.32	(7,585.32)	117.64%
55818	Cont Serv-Recy Sheds	92,000.00	8,858.00	686.00	8,172.00	7.74%	46,649.00	34,003.49	12,645.51	72.89%
55819	Cont Serv-Disp Paint Care	115,000.00	3,000.00	20,907.87	(17,907.87)	696.93%	23,000.00	40,743.12	(17,743.12)	177.14%
55820	Cont Serv-O/M Plant	130,000.00	12,000.00	15,664.28	(3,664.28)	130.54%	63,000.00	70,935.64	(7,935.64)	112.60%
55835	Cont Serv-Generators	355,000.00	27,083.00	26,291.85	791.15	97.08%	162,498.00	125,731.06	36,766.94	77.37%
55840	Cont Serv-O/M Mobile	170,000.00	20,000.00	8,515.97	11,484.03	42.58%	93,000.00	67,624.35	25,375.65	72.71%
55852	Cont Serv-Field Work	15,000.00	3,000.00	1,694.50	1,305.50	56.48%	13,000.00	3,103.45	9,896.55	23.87%
55860	Cont Serv-Other	553,350.00	43,150.00	23,410.13	19,739.87	54.25%	190,050.00	117,362.43	72,687.57	61.75%
55861	Cont Serv-Organics	21,500.00	4,000.00	1,678.53	2,321.47	41.96%	14,000.00	7,796.53	6,203.47	55.69%
55862	Cont Serv-HHW	500.00	0.00	0.00	0.00	0.00%	500.00	22.00	478.00	4.40%
55863	Cont Serv-Recycling	39,900.00	6,000.00	1,015.26	4,984.74	16.92%	22,000.00	3,193.26	18,806.74	14.51%
55868	Cont Serv-Hardware Maint	27,656.00	2,305.00	2,662.25	(357.25)	115.50%	13,826.00	15,795.42	(1,969.42)	114.24%
55870	Cont Serv-Dp Maint	687,984.00	50,657.00	60,007.49	(9,350.49)	118.46%	384,927.00	335,600.54	49,326.46	87.19%
55871	Cont Serv-Mobile Devices	14,500.00	1,208.00	857.98	350.02	71.02%	7,248.00	4,703.41	2,544.59	64.89%
55875	Cont Serv-Serv Fee	46,400.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
55895	Mnsharp Repair Expense	1,000.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
66000	Supplies-Building	34,454.00	2,617.00	(1,877.08)	4,494.08	-71.73%	17,232.00	9,608.52	7,623.48	55.76%
66010	Supplies-Equipment	224,246.00	19,519.00	10,250.15	9,268.85	52.51%	114,367.00	94,557.87	19,809.13	82.68%
66040	Supplies-Lab	60,000.00	5,000.00	4,161.86	838.14	83.24%	30,000.00	26,515.35	3,484.65	88.38%
66050	Supplies-Lube	8,000.00	2,000.00	3,620.27	(1,62					

**Western Lake Superior Sanitary District
Total District
Expense Statement
For Period Ending June 30, 2025**

Acct	Description	Annual Budget 2025	Month Budget	Month Actual	Variance	Act/Bud	YTD Budget 2025	YTD Actual	Variance	Act/Bud
66060	Supplies-Maintenance	69,000.00	5,750.00	10,947.30	(5,197.30)	190.39%	34,500.00	81,995.74	(47,495.74)	237.67%
66070	Supplies-Office	5,520.00	458.00	(762.44)	1,220.44	-166.47%	2,772.00	2,563.06	208.94	92.46%
66090	Supplies-Other	46,900.00	5,173.00	4,644.90	528.10	89.79%	26,794.00	36,600.13	(9,806.13)	136.60%
66091	Supplies-Other-Organics	10,050.00	2,000.00	778.72	1,221.28	38.94%	4,000.00	6,876.90	(2,876.90)	171.92%
66092	Supplies-Other-HHW	2,300.00	0.00	0.00	0.00	0.00%	1,500.00	134.00	1,366.00	8.93%
66093	Supplies-Other-Recycling	11,850.00	0.00	1,076.75	(1,076.75)	0.00%	6,500.00	16,039.82	(9,539.82)	246.77%
66110	Supplies-Safety	19,650.00	1,650.00	1,893.24	(243.24)	114.74%	9,484.00	9,076.36	407.64	95.70%
66120	Supplies-Site	3,000.00	250.00	54.66	195.34	21.86%	1,500.00	396.18	1,103.82	26.41%
66125	Supplies-Software	4,450.00	900.00	0.00	900.00	0.00%	1,575.00	5,360.00	(3,785.00)	340.32%
66130	Supplies-Tools	27,300.00	2,600.00	7,846.09	(5,246.09)	301.77%	10,600.00	19,064.75	(8,464.75)	179.86%
55510	Invoice Tolerance	0.00	0.00	299.11	(299.11)	0.00%	0.00	(0.02)	0.02	0.00%
66150	Supplies-Shipping	25,000.00	3,000.00	5,860.33	(2,860.33)	195.34%	12,000.00	17,947.85	(5,947.85)	149.57%
66300	Chemicals-General	32,820.00	1,570.00	0.00	1,570.00	0.00%	19,810.00	13,551.84	6,258.16	68.41%
55512	Invoice Match Write-Off	0.00	0.00	(631.04)	631.04	0.00%	0.00	0.00	0.00	0.00%
66315	Chemicals-Liquid Oxygen	38,010.00	3,168.00	3,825.79	(657.79)	120.76%	19,008.00	14,302.22	4,705.78	75.24%
66320	Chemicals-Sodium Hypochlorite	942,890.00	157,343.00	82,628.61	74,714.39	52.51%	454,546.00	246,803.11	207,742.89	54.30%
66330	Chemicals-Polymer-Thickening	248,262.00	20,689.00	17,810.10	2,878.90	86.08%	124,134.00	50,461.95	73,672.05	40.65%
66335	Chemicals-Polymer-Dewatering	984,719.00	80,936.00	66,148.50	14,787.50	81.73%	488,314.00	550,597.50	(62,283.50)	112.75%
66360	Chemicals-Boiler	2,000.00	0.00	5,386.06	(5,386.06)	0.00%	2,000.00	5,386.06	(3,386.06)	269.30%
66370	Chemicals-Defoamant	41,480.00	3,457.00	0.00	3,457.00	0.00%	20,741.00	15,494.00	5,247.00	74.70%
66410	Chemicals-Sodium Bisulfite	4,366.00	1,455.00	0.00	1,455.00	0.00%	2,910.00	1,455.30	1,454.70	50.01%
66420	Chemicals-Ferric Chloride	304,054.00	24,991.00	25,849.12	(858.12)	103.43%	150,779.00	169,802.41	(19,023.41)	112.62%
66560	Insurance-Property	264,900.00	22,075.00	10,666.15	11,408.85	48.32%	132,450.00	154,230.33	(21,780.33)	116.44%
66700	Legal	150,000.00	12,500.00	12,700.21	(200.21)	101.60%	75,000.00	73,499.72	1,500.28	98.00%
66750	Audit	50,000.00	750.00	0.00	750.00	0.00%	50,000.00	41,800.50	8,199.50	83.60%
66900	Safety Program	98,325.00	8,194.00	6,512.74	1,681.26	79.48%	49,161.00	37,815.72	11,345.28	76.92%
66905	Training-Materials	500.00	42.00	0.00	42.00	0.00%	248.00	0.00	248.00	0.00%
66910	Training Expenses	118,110.00	8,858.00	229.04	8,628.96	2.59%	56,897.00	43,150.33	13,746.67	75.84%
66920	Training-Travel	500.00	42.00	407.61	(365.61)	970.50%	248.00	434.54	(186.54)	175.22%
66930	Personnel	28,112.00	2,343.00	4,342.00	(1,999.00)	185.32%	14,054.00	12,416.86	1,637.14	88.35%
66940	License Reimbursement	2,000.00	125.00	46.75	78.25	37.40%	1,050.00	392.75	657.25	37.40%
66950	Tuition Reimbursement	15,000.00	1,250.00	3,791.50	(2,541.50)	303.32%	7,500.00	15,957.00	(8,457.00)	212.76%
77000	Other Spec Serv	78,000.00	6,500.00	6,500.01	(0.01)	100.00%	39,209.00	39,209.95	(209.95)	100.54%
77010	Board Members Comp	20,000.00	1,667.00	1,666.22	0.78	99.95%	9,998.00	10,264.94	(266.94)	102.67%
77020	Public Information	18,950.00	555.00	0.00	555.00	0.00%	10,505.00	14,347.48	(3,842.48)	136.58%
77021	Public Information-Organics	13,000.00	0.00	0.00	0.00	0.00%	8,000.00	3,587.84	4,412.16	44.85%
77022	Public Information-HHW	3,700.00	0.00	0.00	0.00	0.00%	2,000.00	1,170.00	830.00	58.50%
77023	Public Information-Recycling	13,300.00	0.00	2,252.38	(2,252.38)	0.00%	9,000.00	4,152.49	4,847.51	46.14%
77200	Easements	22,660.00	1,888.00	1,923.08	(35.08)	101.86%	11,328.00	11,638.48	(310.48)	102.74%
77210	Rent-Equipment	64,700.00	9,755.00	4,370.99	5,384.01	44.81%	30,770.00	15,744.75	15,025.25	51.17%
77220	Motor Vehicle Licensing	1,000.00	83.00	0.00	83.00	0.00%	502.00	21.25	480.75	4.23%
77300	Meeting Expenses	7,500.00	625.00	315.32	309.68	50.45%	3,750.00	3,166.71	583.29	84.45%
77400	Travel	1,250.00	63.00	0.00	63.00	0.00%	472.00	157.32	314.68	33.33%
77640	Lease-Land-Duluth Airport Auth	12,600.00	1,050.00	1,025.12	24.88	97.63%	6,300.00	6,150.72	149.28	97.63%
77800	Laundry	54,986.00	4,753.00	3,547.87	1,205.13	74.64%	27,008.00	29,068.20	(2,060.20)	107.63%
77810	Engineering Service	228,624.00	18,636.00	8,573.62	10,062.38	46.01%	123,798.00	88,066.45	35,731.55	71.14%
77820	Lab Services	80,000.00	5,000.00	6,529.41	(1,529.41)	130.59%	40,000.00	25,677.01	14,322.99	64.19%
88000	Dues	52,300.00	4,467.00	2,855.18	1,611.82	63.92%	28,968.00	28,762.91	205.09	99.29%
88010	Publications	6,600.00	417.00	0.00	417.00	0.00%	3,198.00	1,036.21	2,161.79	32.40%
88020	Permits	60,000.00	0.00	0.00	0.00	0.00%	59,000.00	8,946.02	50,053.98	15.16%
88200	Postage	20,000.00	1,667.00	3,319.08	(1,652.08)	199.10%	9,998.00	15,512.08	(5,514.08)	155.15%
88210	Copying & Printing	45,600.00	2,217.00	3,014.31	(797.31)	135.96%	31,044.00	16,789.37	14,254.63	54.08%
88211	Copying & Printing-Organics	4,500.00	0.00	425.88	(425.88)	0.00%	3,000.00	1,252.18	1,747.82	41.74%
88212	Copying & Printing-HHW	1,150.00	0.00	0.00	0.00	0.00%	1,000.00	94.14	905.86	9.41%
88213	Copying & Printing-Recycling	2,000.00	0.00	0.00	0.00	0.00%	1,000.00	75.00	925.00	7.50%
88500	Bank Service Charges	350.00	29.00	0.00	29.00	0.00%	176.00	139.94	36.06	79.51%
88600	Grants To Gov Units	253,000.00	30,000.00	14,300.00	15,700.00	47.67%	156,000.00	29,770.29	126,229.71	19.08%
88620	Program Development	128,350.00	7,000.00	8,278.30	(1,278.30)	118.26%	105,250.00	105,701.03	(451.03)	100.43%
88621	Program Development-Organics	30,450.00	3,000.00	0.00	3,000.00	0.00%	21,000.00	7,494.16	13,505.84	35.69%
88622	Program Development-HHW	35,000.00	5,000.00	0.00	5,000.00	0.00%	25,000.00	500.00	24,500.00	2.00%
88623	Program Development-Recycling	20,000.00	0.00	0.00	0.00	0.00%	15,000.00	1,005.00	13,995.00	6.70%
Total Non Payroll Expenses		19,669,916.00	1,860,329.00	1,501,683.97	358,645.03	80.72%	9,734,937.00	8,828,475.99	906,461.01	90.69%
99022	Interest Exp-VVWT-DS	1,098,085.00	91,507.00	91,507.00	0.00	100.00%	549,042.00	549,042.00	0.00	100.00%
99200	Deprec-Furniture	11,255.00	938.00	938.00	0.00	100.00%	5,628.00	5,628.00	0.00	100.00%
99210	Deprec-Equipment	114,047.00	9,504.00	9,504.00	0.00	100.00%	57,024.00	57,024.00	0.00	100.00%
99220	Deprec-Computer	109,638.00	9,136.00	9,137.00	(1.00)	100.01%	54,816.00	54,822.00	(6.00)	100.01%
99230	Deprec-Building	89,942.00	7,495.00	7,495.00	0.00	100.00%	44,970.00	44,970.00	0.00	100.00%
99240	Deprec-Improvements	7,771,595.00	647,633.00	647,633.00	0.00	100.00%	3,885,798.00	3,885,798.00	0.00	100.00%
99260	Deprec-Motor Vehicle	22,759.00	1,897.00	1,897.00	0.00	100.00%	11,382.00	11,382.00	0.00	100.00%
99465	Loss On Obsolete Inv	0.00	0.00	1,045.81	(1,045.81)	0.00%	0.00	4,544.40	(4,544.40)	0.00%
Total Non Operating Expenses		9,217,321.00	768,110.00	769,156.81	(1,046.81)	100.14%	4,608,660.00	4,613,210.40	(4,550.40)	100.10%
Total Expenses		44,191,214.00	3,866,863.00	3,451,244.76	415,618.24	89.25%	22,086,169.00	21,008,625.98	1,077,543.02	95.12%

Western Lake Superior Sanitary District
Balance Sheet
As Of June 30, 2025

Acct	Description	Beginning Balance	Month Change	YTD Change	Ending Balance
10225	Cash-Checking-US Bank (2018)	5,400,707.85	73,528.96	(4,740,635.59)	660,072.26
10370	Cash-Checking-Sect 125 (US Bank)	42,245.16	(600.15)	(35,869.35)	6,375.81
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	4,800.00	28,200.00	465,000.00
10385	Cash-Wellness Grant	5,391.88	0.00	1,698.28	7,090.16
10390	Cash-Dick Holt Memorial Fund	1,940.27	0.00	(100.00)	1,840.27
10425	Cash-Western National Bank	1,230,704.02	644.68	1,281.95	1,231,985.97
10480	Cash-Petty	2,675.00	0.00	0.00	2,675.00
	Cash Sub Total	\$7,174,672.12	\$78,373.49	\$(4,745,424.71)	\$2,429,247.41
	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	896,270.80	5,206,545.52	24,617,535.45
10624	Investments-WWT-Loan DS	8,135,772.24	0.00	(483,745.57)	7,652,026.67
10600	Investments-Operations	10,388,948.07	(42,652.44)	1,526,656.06	11,915,604.13
10609	Investments-WWT-2013 Loan Cons	0.00	0.00	0.00	0.00
10611	Investments-SW-Const	1,353,866.13	15,471.42	40,471.43	1,394,337.56
10614	Investments-Tr Sta Res Fd	492,889.09	10,490.90	(33.63)	492,855.46
10615	Investments-WWT-2006/2016/2017	(1,306,411.96)	(1,621,729.98)	(2,437,099.39)	(3,743,511.35)
10616	Investments-WWT-2007/2020/2025	(783,816.40)	107,601.72	199,547.09	(584,269.31)
10618	Investments-WWT-2011/2012/2018	(34,567.54)	228,132.11	(87,841.40)	(122,408.94)
10621	Investments-WWT-Const O&M	4,430,505.84	139,507.00	1,333,121.07	5,763,626.91
10628	Investments-WW-MN Power Energy	492,511.20	0.00	24,118.60	516,629.80
	Investments Sub Total	\$50,089,936.60	\$(266,908.47)	\$5,321,739.78	\$55,411,676.38
	Due from Other Governments	1,634,882.46	168,780.86	472,222.05	2,107,104.51
	Accounts Receivable	2,235,114.49	77,489.11	47,173.17	2,282,287.66
	Interest Receivable	418,729.60	(13,583.05)	207,054.28	625,783.88
	Receivables Sub Total	\$4,288,726.55	\$232,686.92	\$726,449.50	\$5,015,176.05
11000	Inventory-Material	2,706,678.52	9,919.69	205,342.71	2,912,021.23
11002	Inventory-Inspection Hold	0.00	0.00	0.00	0.00
11005	Inventory-Item Cost Variance S	0.00	(17.20)	(17.20)	(17.20)
11007	Inventory-Inv Not Received	0.00	0.00	0.00	0.00
11010	Inventory-Fuels	37,389.01	777.64	(542.79)	36,846.22
11020	Inventory-Chemicals	390,859.47	(13,311.84)	54,198.80	445,058.27
11040	Inventory-Vending Machine	10,565.18	142.70	62.54	10,627.72
	Inventory Sub Total	\$3,145,492.18	\$(2,489.01)	\$259,044.06	\$3,404,536.24
11150	Prepaid Insurance	127,137.13	(3,829.86)	187,582.67	314,719.80
11160	Prepaid Other	385,981.33	(54,799.49)	290,798.15	676,779.48
	Prepaid Expenses Sub Total	\$513,118.46	\$(58,629.35)	\$478,380.82	\$991,499.28
	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	14,327.70	28,617,083.36
	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)	(4,059,624.00)	(294,467,527.02)
	Accumulated Amortization	(490,139.00)	0.00	0.00	(490,139.00)
	CIP	59,769,403.00	1,885,771.25	3,169,838.91	62,939,241.91
	Capital Assets Sub Total	\$133,841,581.77	\$1,209,167.25	\$(875,457.39)	\$132,966,124.38
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	\$1,192,200.83	\$1,164,732.06	\$201,845,848.74

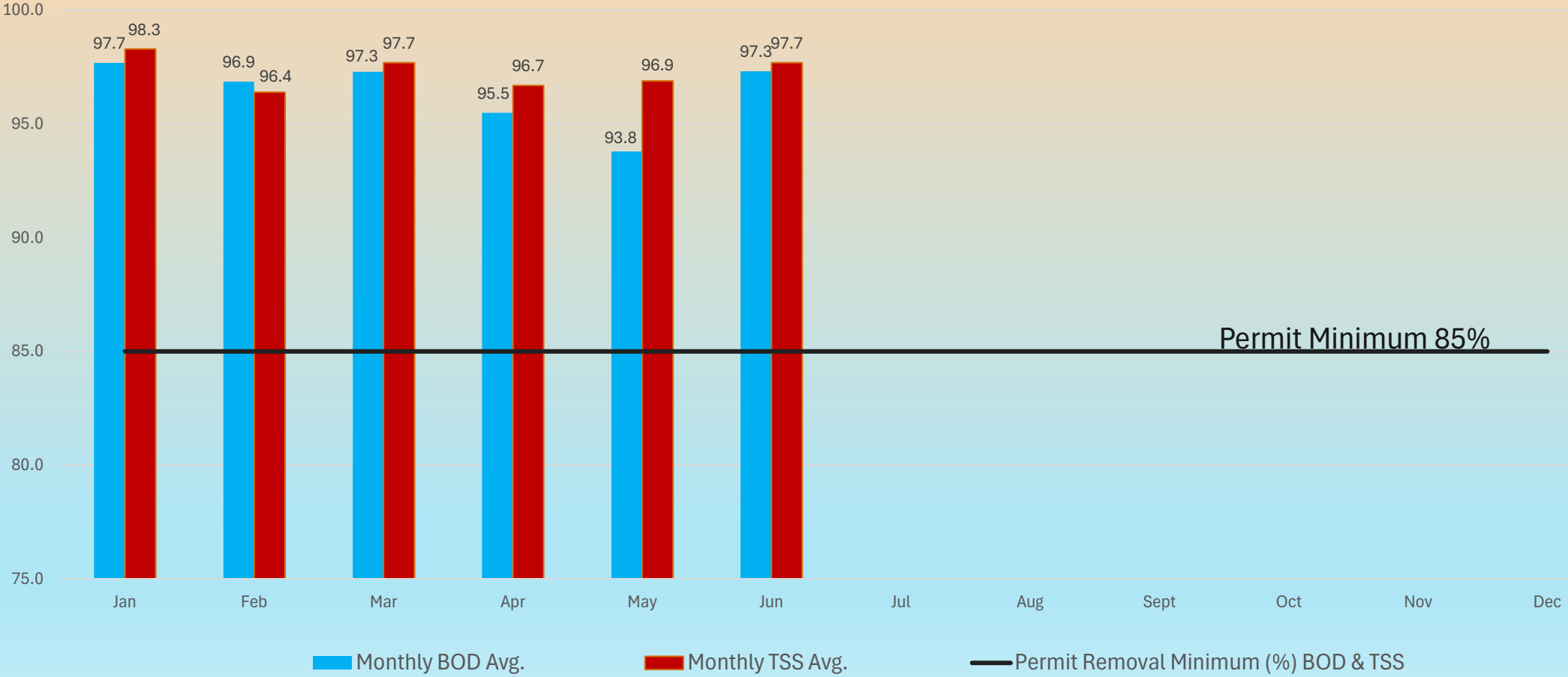
Western Lake Superior Sanitary District
Balance Sheet
As Of June 30, 2025

Acct	Description	Beginning Balance	Month Change	YTD Change	Ending Balance
	Accounts Payable	(1,437,793.98)	(81,433.20)	182,039.55	(1,255,754.43)
	Due to Other Governments	(264,663.00)	22,056.00	132,336.00	(132,327.00)
	Contracts Payable	0.00	0.00	0.00	0.00
	Contracts Payable From Restricted Assets	(1,773,282.23)	0.00	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)	\$(59,377.20)	\$2,087,657.78	\$(1,388,081.43)
	Salaries Or Wages Payable	(492,000.54)	(32,521.61)	271,619.55	(220,380.99)
	Accrued Payroll Liabilities	(16,694.20)	(1,484.60)	26,844.36	10,150.16
	Retiree/COBRA Benefits Payable	(3,514.60)	31.53	(5,391.53)	(8,906.13)
	Accrued Vacation Payable	(697,328.59)	0.00	57,083.26	(640,245.33)
	Accrued Wages And Benefits Sub Total	\$(1,209,537.93)	\$(33,974.68)	\$350,155.64	\$(859,382.29)
	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)	(368,810.91)	(1,755,149.27)	(59,047,030.77)
	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)	(91,507.00)	(65,296.43)	(414,665.54)
	Debt Service Payable Sub Total	\$(67,081,341.50)	\$(460,317.91)	\$(1,820,445.70)	\$(68,901,787.20)
	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)	(13,023.79)	13,940.98	(406,604.85)
	Other Noncurrent Liabilities Sub Total	\$(710,882.83)	\$(13,023.79)	\$13,940.98	\$(696,941.85)
22876	PERA Liability - GERF	(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)	(625,507.25)	(1,796,040.76)	(121,852,194.97)
	Equity Sub Total	\$(120,056,154.21)	\$(625,507.25)	\$(1,796,040.76)	\$(121,852,194.97)
	Total Liabilities And Equity	\$(200,681,116.68)	\$(1,192,200.83)	\$(1,164,732.06)	\$(201,845,848.74)

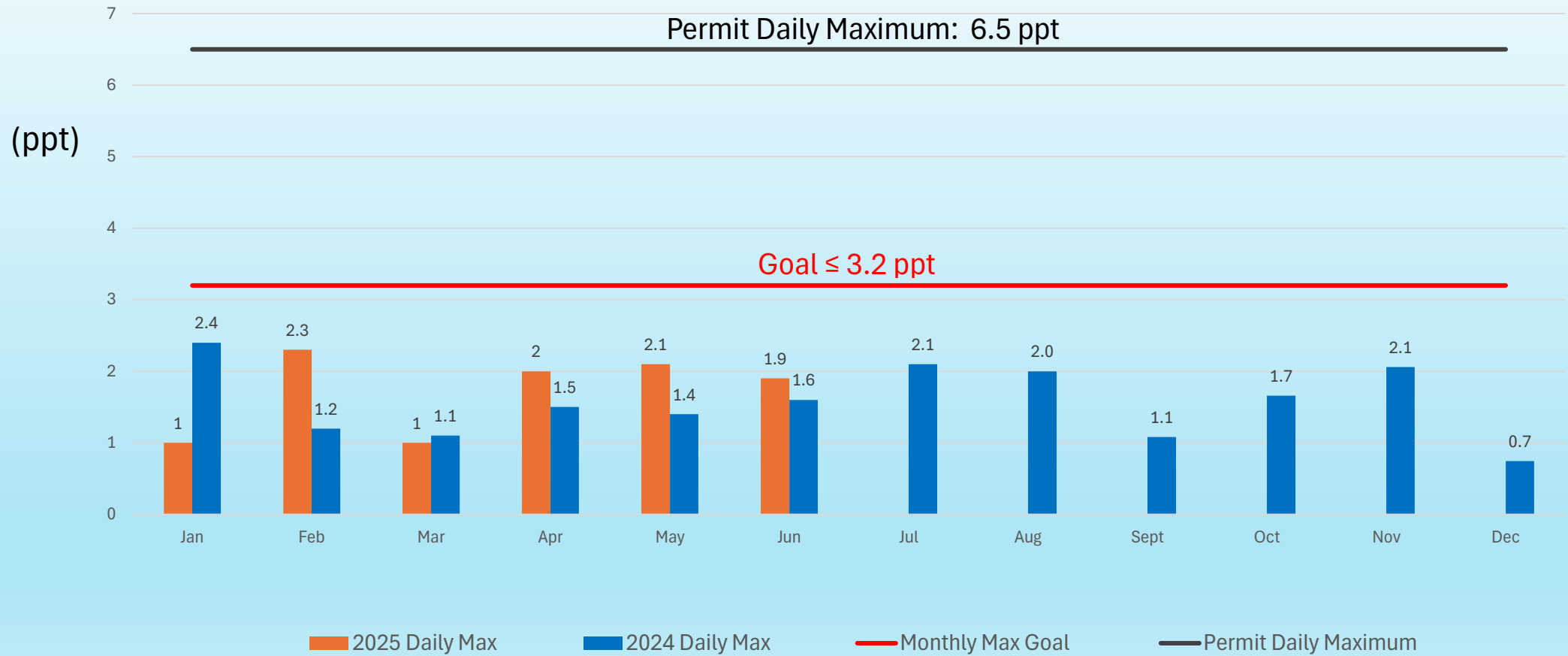


NPDES Report – June 2025

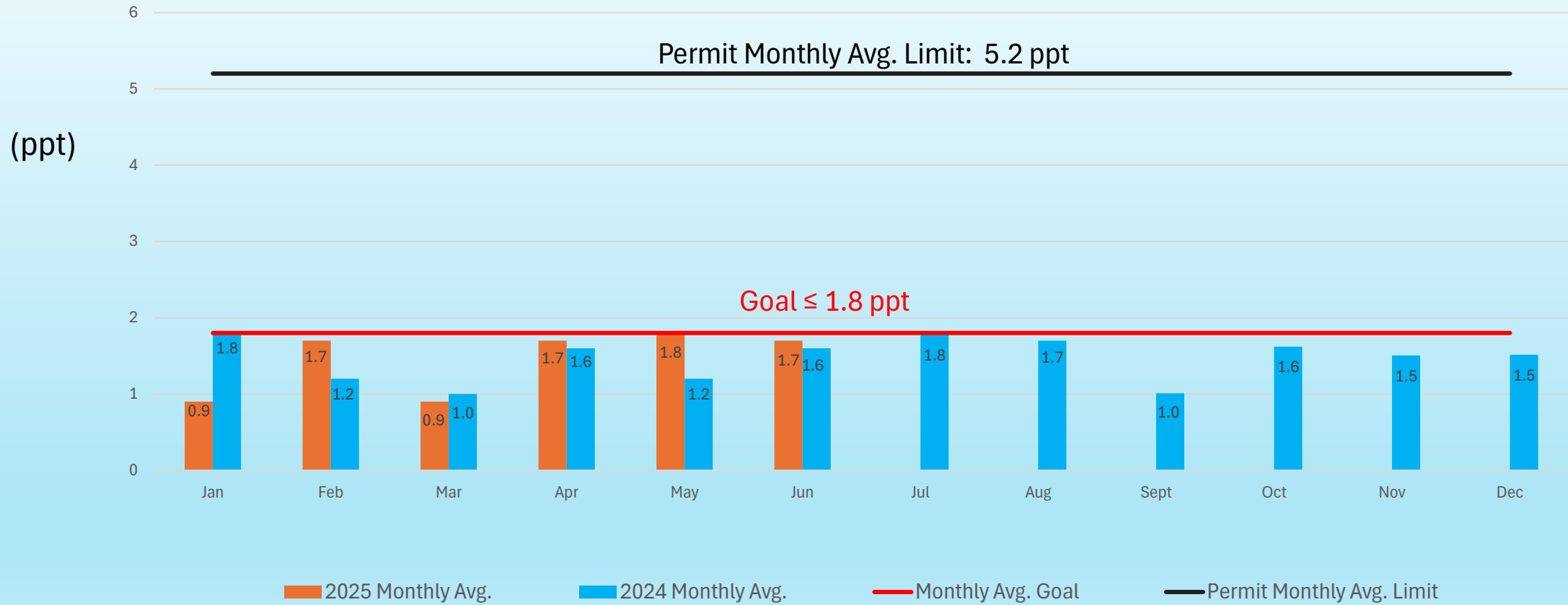
% Removal: BOD & Total Suspended Solids (TSS)



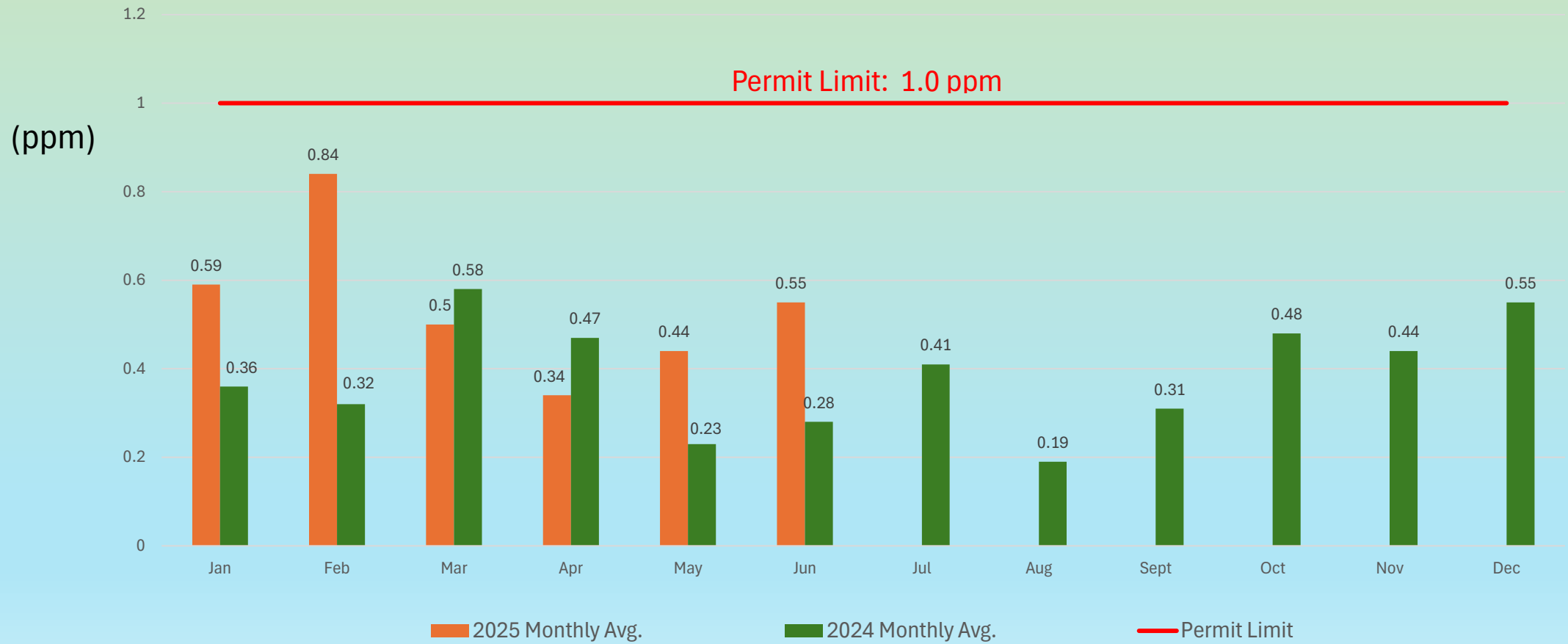
Effluent Concentration: Total Mercury Daily Max



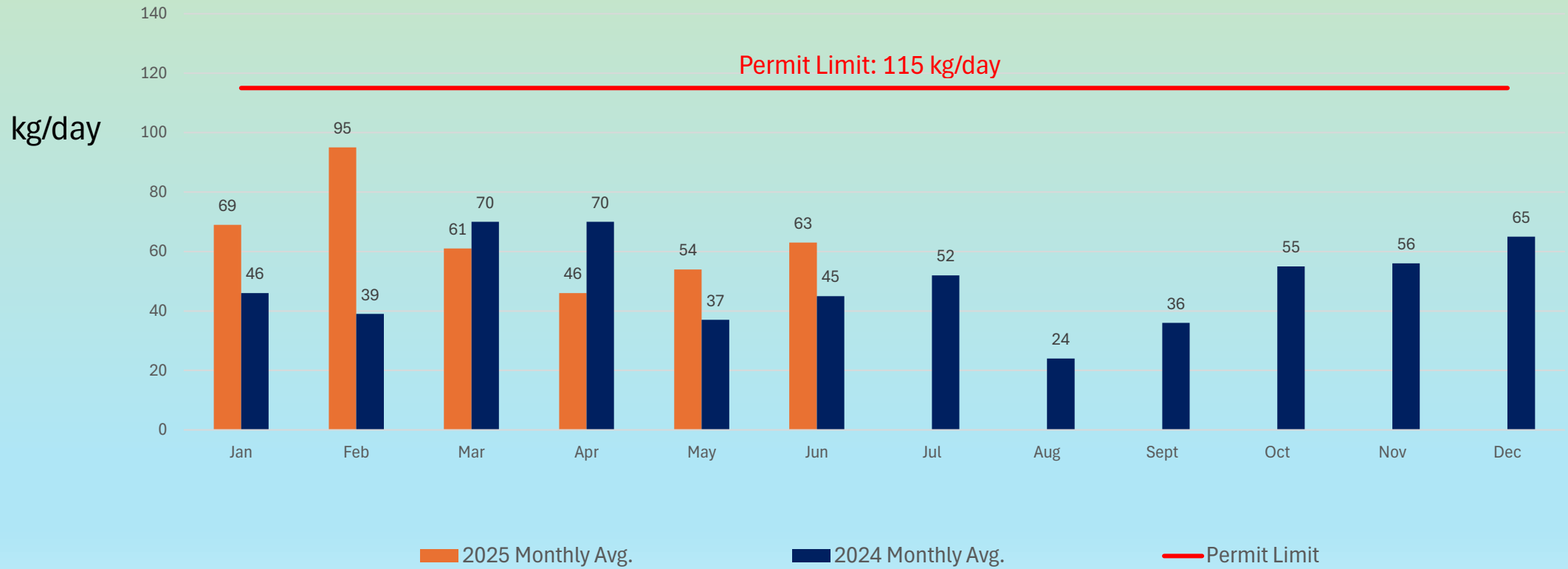
Effluent Concentration: Total Mercury Monthly Avg.



Phosphorus Concentration: Monthly Avg.

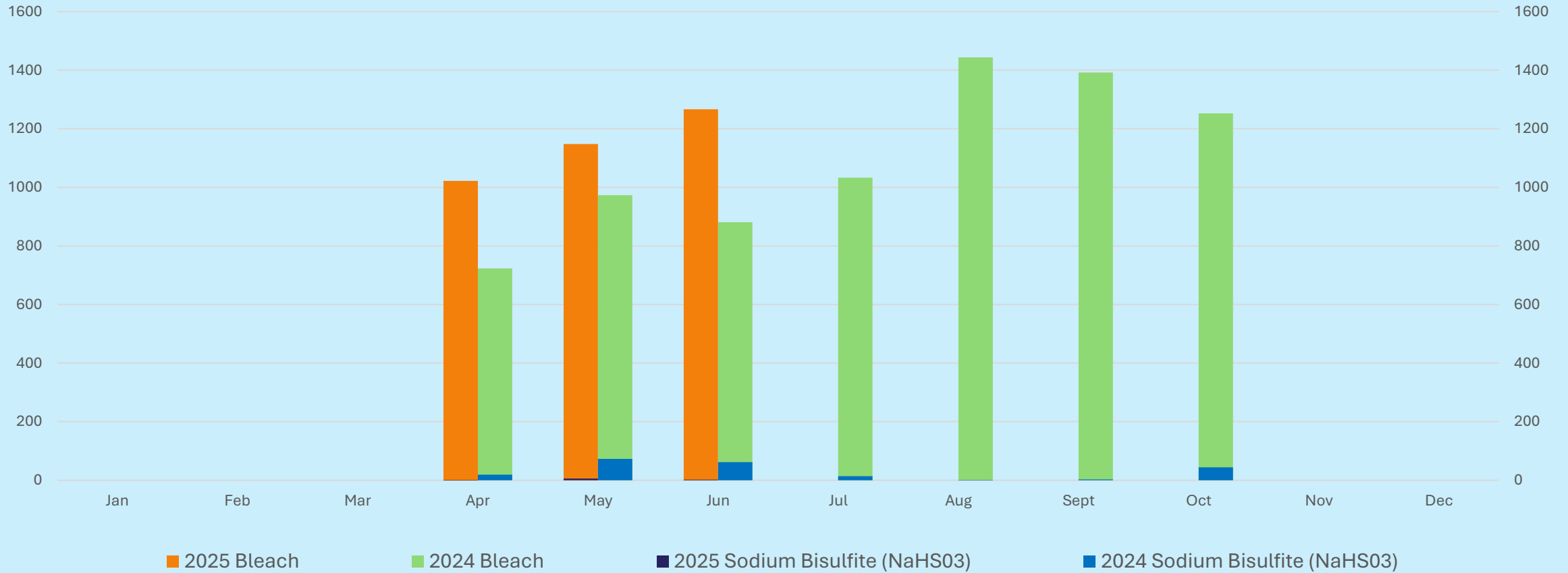


Phosphorus Loading: Monthly Avg. kg/day



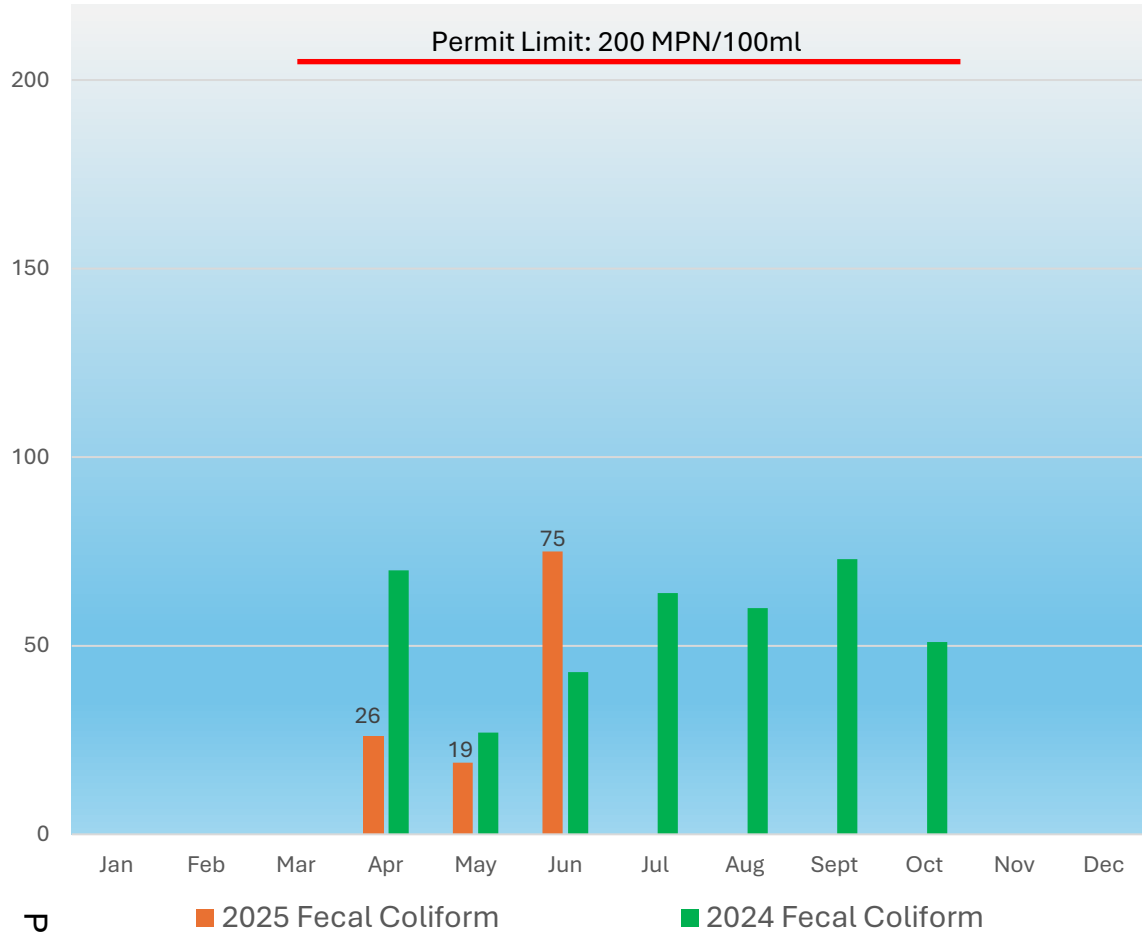
Disinfection Season: April - October

Disinfection Chemical Use: Bleach and Bisulfite Avg. (lbs./day)

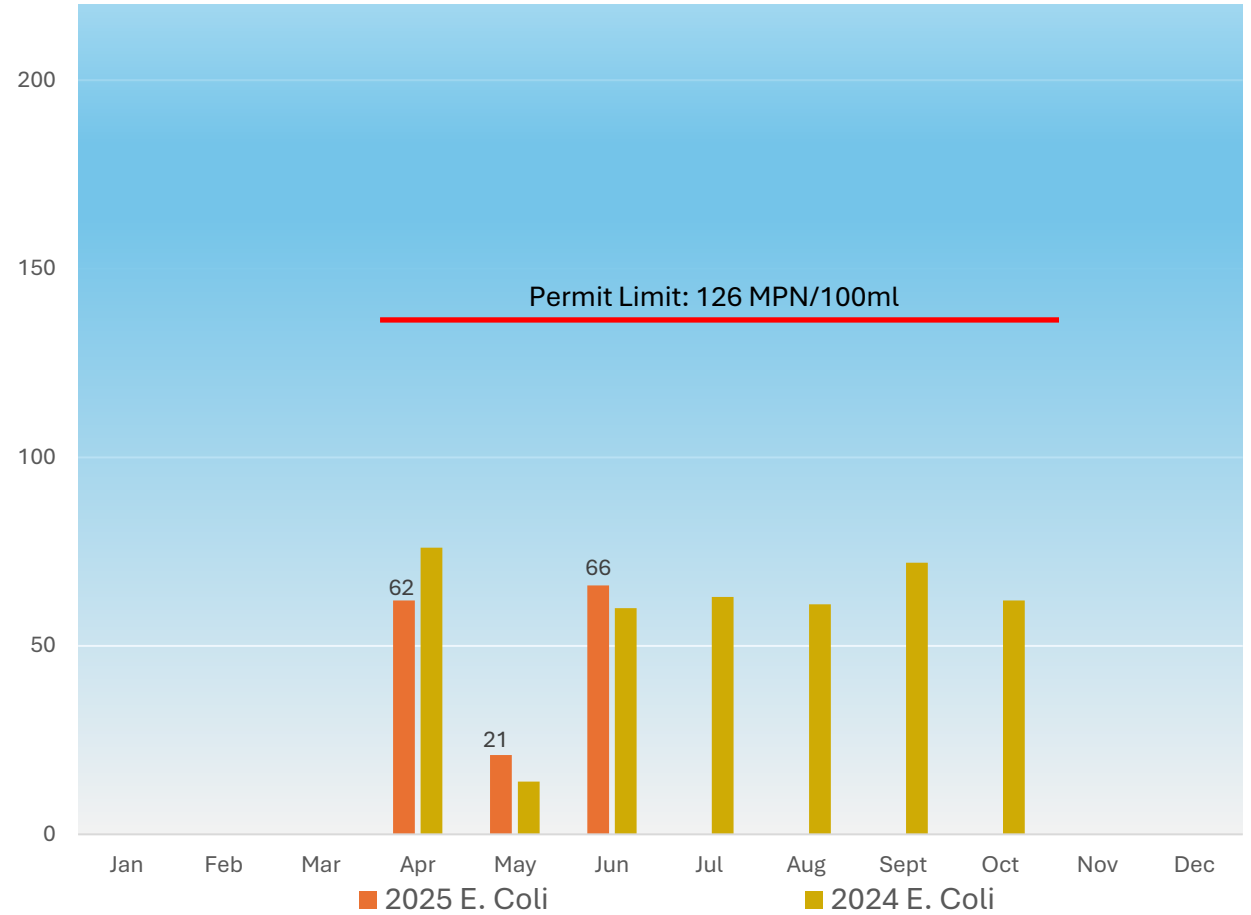


Bacteria: Monthly Geometric Mean

Fecal Coliform: (MPN/100ml)



E. Coli: (MPN/100ml)



2025 Sewage Releases Reported

Month	Release(s)	Location(s)	Volume (gals.) <i>-if available-</i>
January	0	--	--
February	0	--	--
March	1	Wrenshall force main (3-18-25)	21,500
April	0	--	--
May	0	--	--
June	0	--	--
July			
August			
September			
October			
November			
December			