



Minutes
Regular Board Meeting
Monday, August 25, 2025
5:00 PM

Board Members Present: Carrie Schneider, Jack Ezell, Marcia Podratz, Laura Ness, Ben Mathews, Loren Lilly, Nate Johnson, Jim Aird

Board Members Absent: Rob Schilling

Staff Present: Carrie Clement, Cathy Remington, Brandon Kohlts, Chuck Kimball, AJ Axtell, Chase Poppenhagen, Bev Culver

Legal Present: David Oberstar, Fryberger Law Firm

Marcia Podratz called the meeting to order at 5:00 PM.

1. Agenda Review

2. Old Business

3. Approval of Consent Agenda Items

3.1 Regular Board Minutes dated July 28, 2025
[Regular Board Meeting - Jul 28 2025 - Minute - Pdf.pdf](#)

3.2 Board Member vouchers for the month of July
[July Voucher.pdf](#)

3.3 Payment Vouchers dated July 23 thru August 19, 2025.
[Board register 08-19-2025.pdf](#)

To approve the Consent Agenda Items


Moved by: Jim Aird

Seconded by: Loren Lilly

Motion passes

4. New Business Items for Discussion and Approval

Operations and Planning

4.1 [Approval of Professional Services - Site Security Improvements](#) 

The Operations and Planning Committee recommends the Board approve entering into a contract with SEH, Inc. for design phase engineering services associated with the Facility and Site Improvements Perimeter Security Project, in the amount not to exceed \$87,151.

This project will be funded from the “Facility and Site Improvement – Perimeter Security Project” (# 101134) from the approved 2023 and 2024 wastewater capital budgets.

Moved by: Laura Ness

Seconded by: Jim Aird

Motion passes

4.2 [Approval of Solid Waste Transfer Station Operation and Transportation Services](#) 

The Operations and Planning Committee recommends the Board approve entering into an agreement with Carlson Timber Products, Inc. for Solid Waste Transfer Station Operation and Transportation Services at the District's Solid Waste Transfer Station effective July 1, 2026, to June 30, 2036.

Moved by: Laura Ness

Seconded by: Jack Ezell

Motion passes

4.3 [Approval of Bagged Resource Renew Premium Compost Wholesale Price Change](#) 

The Operations and Planning Committee recommends the Board approve a \$2.25 per bag increase for wholesale Resource Renew Premium Compost bagged product effective January 1, 2026.

Moved by: Jack Ezell

Seconded by: Jim Aird

Motion passes

4.4 [Approval of Mattress Price Increase at the Materials Recover Center \(MRC\)](#) 

The Operations and Planning Committee recommends the Board approve increasing the dry mattress disposal rate by \$5.00 and the wet mattress disposal rate by \$1.00, effective September 1, 2025.

Moved by: Loren Lilly

Seconded by: Ben Mathews


Motion passes

Finance

5. Committee Reports

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

6. Reporting

- 6.1 Communications
AJ Axtell reviewed the communications for August.
- 6.2 Monthly Financials
Cathy Remington reviewed the financials for July.
[July Financials.pdf](#) 
- 6.3 NPDES
Brandon Kohlts reported on the NPDES for July, noting one release on July 17.

[NPDES.pdf](#) 

6.4 Executive Director

Recording Secretary

Board Secretary, Loren Lilly

Board Chair, Rob Schilling

The meeting adjourned at 5:25 p.m..



MINUTES

Regular Board Meeting

Monday, July 28, 2025

5:00 PM

Board Members Present: Laura Ness, Paul Thomsen, Ben Mathews, Julene Boe, Rob Schilling, Loren Lilly, Jack Ezell, and Jim Aird

Board Members Absent: Marcia Podratz

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 Office

Chair Schilling called the meeting to order at 5:03 PM.

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](#)

3.2 Board Member vouchers for June

[June Board Vouchers.pdf](#)

3.3 Payment Vouchers dated June 18, through July 22, 2025.

[Board Register 7-22-2025.pdf](#)

3.4 **[City of Duluth Sanitary Sewer Extension Permit - Fountain Gate Drive](#)**

[Fountain Gate Drive Extension packet.pdf](#)

3.5 **[Approval of City of Duluth Sanitary Sewer Extension Permit - Welch Place Apartments](#)**

[Welch Place Apartments Sewer Extension Packet.pdf](#)

To approve the Consent Agenda Items

Moved by: Laura Ness

Seconded by: Julene Boe

The Motion Passes

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](#) 


Brandon Kohlts reviewed the Easement Agreement with Bethany Baptist Church.

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

Moved by: Jim Aird

Seconded by: Paul Thomsen

Resolution 25-11 passes with 8 ayes, and 1 absent.

4.2 **[Approval of Resolution 25-12 Approving Easement Agreement with The Ledges on Lake Superior Homeowner's Association](#)** 

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



Kohlts also reviewed the Ledges new easement over Water Street.

The Operations and Planning Committee recommends that the Board approve Resolution 25-12 to enter a permanent easement on Water Street with The Ledges Homeowner's Association.

Moved by: Jack Ezell

Seconded by: Julene Boe

Resolution 25-12 passes with 8 ayes, and 1 absent.

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



The Operations and Planning Committee recommends that the Board approve Resolution 25-13 to enter into a permanent easement on the Lakewalk with The Ledges homeowner's association.

Moved by: Paul Thomsen

Seconded by: Jim Aird

Resolution 25-13 passes with 8 ayes, and 1 absent.

Finance

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

Carrie Clement talked about the contract with Faegre Drinker.

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

Moved by: Julene Boe

Seconded by: Jim Aird

The Motion Passes

Personnel

- 4.5 [Approval of Director of Community Relations Job Description](#)  [Community Relations Director FINAL 5-23-2022.docx](#)  [DCR Job Description.pdf](#) 

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

Moved by: Paul Thomsen

Seconded by: Laura Ness

The Motion Passes





- 4.6 [Approval of Maintenance Millwright Job Description and Pay Grade Maintenance](#)  [Millwright Hay Factor Chart.doc](#)  [MAINTENANCE MILLWRIGHT old.docx](#)  [Maintenance Millwright.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 approve the proposed Maintenance Millwright job description be placed at a grade 16.

Moved by: Julene Boe

Seconded by: Jim Aird

The Motion Passes

- 4.7 [Approval of Maintenance Planner / Scheduler Job Description and Pay Grade](#)  [Maintenance Planner Hay Factor Chart.doc](#)  [Maintenance PlannerFinal JD old.docx](#)  [Maintenance Planner Scheduler.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 approve the proposed Maintenance Planner / Scheduler job description be placed at a grade 17.

Moved by: Jack Ezell

Seconded by: Julene Boe

The Motion Passes

- 4.8 [Approval of Instrument Technician Job Description and Pay Grade](#)  [Instrument Technician Hay Factor Chart.doc](#) 

[INSTRUMENT TECHNICIAN.docx](#)  [Instrument Technician 2.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 approve the proposed Instrument Technician job description be placed at a grade 17.

Moved by: Jim Aird
Seconded by: Paul Thomsen

The Motion Passes

5. Other

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

Carrie Clement acknowledged Paul Thomsen for his service on the Board since 2012.

It is recommended that the Board approve Resolution 25-14, acknowledging Paul Thomsen for his service on the Board from 2012 to 2025.

Moved by: Julene Boe
Seconded by: Jim Aird

Aye Jack Ezell, Jim Aird, Laura Ness, Loren Lilly, Rob Schilling, and Julene Boe

Abstain Paul Thomsen

Resolution 25-14 passes with 7 ayes, 1 abstain, and 1 absent. 6-0

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

AJ Axtell reviewed the communications for July.

7.2 Monthly Financials

Cathy Remington reviewed the financials for June, and staff provided an update on the quarterly gainshare incentive metrics.

[June Financial Statements.pdf](#) 

7.3 NPDES

Tim Lundell reported on the NPDES for June, noting that there were no releases that month, but a release occurred in July. Staff is investigating the high flow that resulted in the July release.

[June NPDES Board Report.pdf](#) 

7.4 Executive Director

Carrie indicated that the MPCA conducted a three-year NPDES inspection in July. The visit included a presentation and a tour of the facility.

8. Legal Counsel

No report

9. Executive Session (staff excused)