

	Page
1. Agenda Review	
2. Old Business	
3. Approval of Consent Agenda Items	
3.1 Regular Board Minutes dated September 29, 2025 Regular Board Meeting - Sep 29 2025 - Minutes - Pdf.pdf 	3 - 7
3.2 Board Member vouchers for September September Voucher.pdf 	8 - 9
3.3 Payment Vouchers dated September 24, through October 21, 2025. 10-21-2025 Board Register.pdf 	10 - 18
4. New Business Items for Discussion and Approval	
Operations and Planning	
4.1 Approval of Resolution 25-23 Appointing Hearing Examiner for Appeal Hearing  Resolution 25-23 Appointing hearing examiner for appeal hearing_solid waste citation.pdf 	19 - 20
4.2 Approval of RFP #1504 - Resource Renew Solar Array (Pike Lake Pump Station) 	21 - 22
4.3 Approval of Effluent Filtration Improvements Project - Change Order #2 	23 - 24
4.4 Approval of Secondary Clarifier Rehabilitation Change Order #5 - Drain Tile System 	25 - 27

Finance and Personnel

- 4.5 [Approval of Assistant Finance Director Job Description and Pay Grade](#)  28 - 31
[Assistant Finance Director.pdf](#) 
- 4.6 [Approval of HVAC/R Technician Job Description and Pay grade](#)  32 - 42
[HVAC R Technician Hay Factor Chart.doc](#)  [HVACR Job Description_Final old.docx](#)  [HVAC Tech Final.pdf](#) 


5. Committee Reports

- 5.1 Committee of the Whole 43 - 44
[Committee of the Whole - Sep 29, 2025 - Minutes .pdf](#) 
- 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
- 6.2 Monthly Financials 45 - 57
[Financial Statements.pdf](#) 
- 6.3 NPDES 58 - 66
[NPDES Report.pdf](#) 

Other

- 6.4 [November Board Meeting Schedule](#)  67
- 6.5 Executive Director



Minutes

Regular Board Meeting

Monday, September 29, 2025

5:00 PM

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

Board Members Absent: Carrie Schneider

Staff Present: Cathy Remington, Carrie Clement, Brandon Kohlts, Chuck Kimball, Tim Lundell, AJ Axtell, and Bev Culver

Legal Present: Matt Hanka, Fryberger Law Firm

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

1. Agenda Review

2. Old Business

3. Approval of Consent Agenda Items

3.1 Regular Board Minutes dated August 25, 2025.
[Regular Board Meeting - Aug 25 2025 - Minutes.pdf](#)

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

3.3 Payment Vouchers dated August 20, through September 23, 2025.
[09-23-2025 Board Register.pdf](#)

To approve the Consent Agenda Items


Moved by: Marcia Podratz

Seconded by: Loren Lilly

Motion Passes

4. New Business Items for Discussion and Approval

Finance

- 4.1 Approval of 2026 Wastewater Budget
[2026 Wastewater Budget Documents.pdf](#) 

The Finance Committee recommends the Board approve the 2026 Wastewater Budget.

Moved by: Loren Lilly
Seconded by: Jack Ezell


Motion Passed

- 4.2 Approval of 2026 Solid Waste Budget
[2026 Solid Waste Budget.pdf](#) 

The Finance Committee recommends the Board approve the 2026 Solid Waste Budget.

Moved by: Laura Ness
Seconded by: Marcia Podratz

Motion Passed

- 4.3 Resolution 25-19; Establishing a System of Charges for Solid Waste Management Services Recovered as a Charge Against Real Estate
[Resolution 25-19 ; SW Charges Against Real Estate.pdf](#) 

The Finance Committee recommends the Board approve Resolution 25-19.

Moved by: Laura Ness
Seconded by: Marcia Podratz

Aye Jack Ezell, Jim Aird, Laura Ness, Loren Lilly, Marcia Podratz, Rob Schilling, Nathan Johnson, and Ben Mathews

Motion passed 8-0

- 4.4 Resolution 25-20; Certifying Service Charges to the St. Louis County Auditor
[Resolution 25-20; SW Charges St Louis County.pdf](#) 

The Finance Committee recommends the Board approve Resolution 25-20.

Moved by: Laura Ness
Seconded by: Marcia Podratz

Aye Jack Ezell, Jim Aird, Laura Ness, Loren Lilly, Marcia Podratz, Rob Schilling, Nathan Johnson, and Ben Mathews

Motion Passed 8-0

- 4.5 Resolution 25-21; Certifying Service Charges to the Carlton County Auditor
[Resolution 25-21; SW Charges Carlton County.pdf](#) 


The Finance Committee recommends the Board approve Resolution 25-21.

Moved by: Laura Ness

Seconded by: Marcia Podratz

Aye Jack Ezell, Jim Aird, Laura Ness, Loren Lilly, Marcia Podratz, Rob Schilling, Nathan Johnson, and Ben Mathews

Motion Passed 8-0

- 4.6 Resolution 25-22; Establishing Solid Waste Management Fee to be Collected by Solid Waste Collectors
[Resolution 25-22; SW Fee to be Collected by Haulers.pdf](#) 

The Finance Committee recommends the Board approve Resolution 25-22.

Moved by: Laura Ness

Seconded by: Marcia Podratz

Aye Jack Ezell, Jim Aird, Laura Ness, Loren Lilly, Marcia Podratz, Rob Schilling, Nathan Johnson, and Ben Mathews

Motion Passed 8-0

5. Committee Reports

- 5.1 Committee of the Whole
Met on September 29, 2025.

- 5.2 Finance
The Finance Committee met on September 10th & 24th.
The next Finance & Personnel Committee meeting is

scheduled for Wednesday, October 22, 2025.

[Finance Committee - Sep 10 2025 - Minutes - Public.pdf](#)



5.3 Operations and Planning

The September 23rd meeting was cancelled, the next meeting is scheduled for Tuesday, October 21, 2025.

5.4 Personnel

5.5 Legislative

No meeting scheduled for September or October 2025.

5.6 Board Governance

No meeting scheduled for September or October 2025.

5.7 Board Member Comments

6. Reporting

6.1 Communications

Items were covered during the Committee of the Whole meeting.

6.2 Monthly Financials

Cathy Remington reviewed the August monthly financials.

[August Financials.pdf](#) 

6.3 NPDES

Tim Lundell reviewed the report for August.

[NPDES.pdf](#) 

6.4 Executive Director

Recording Secretary

Board Secretary, Loren Lilly

Board Chair, Rob Schilling

The meeting adjourned at 5:37 pm.

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

	09/15/25 Public Hearing						\$50.00
	09/29/25 Committee of the Whole						
	09/29/25 Board Meeting						\$50.00
Committee Meeting Mileage:	1.0	@	16.0 miles =	16.00	miles @	0.700 /mile	\$11.20
Board Meeting Mileage:	1.0	@	16.0 miles =	16.00	miles @	0.700 /mile	\$11.20
	TOTAL CLAIM						\$122.40

Nathan Johnson

	09/10/25 Finance Committee						\$50.00
	09/24/25 Finance and Personnel Committee						\$50.00
	09/29/25 Committee of the Whole						
	09/29/25 Board Meeting						\$50.00
Committee Meeting Mileage:	2.0	@	12.0 miles =	24.00	miles @	0.700 /mile	\$16.80
Board Meeting Mileage:	1.0	@	14.0 miles =	14.00	miles @	0.700 /mile	\$9.80
	TOTAL CLAIM						\$176.60

Jack Ezell

	09/10/25 Finance Committee						\$50.00
	09/15/25 Public Hearing						\$50.00
	09/24/25 Finance and Personnel						\$50.00
	09/29/25 Committee of the Whole						
	09/29/25 Board Meeting						\$50.00
Committee Meeting Mileage:	3	@	52.0 miles =	156.00	miles @	0.700 /mile	\$109.20
Board Meeting Mileage:	1	@	52.0 miles =	52.00	miles @	0.700 /mile	\$36.40
	TOTAL CLAIM						\$345.60

Loren Lilly

	09/10/25 Finance Committee						\$50.00
	09/15/25 Public Hearing						\$50.00
	09/29/25 Committee of the Whole						
	09/29/25 Board Meeting						\$50.00
Committee Meeting Mileage:	2.0	@	42.0 miles =	84.00	miles @	0.700 /mile	\$58.80
Board Meeting Mileage:	1.0	@	42.0 miles =	42.00	miles @	0.700 /mile	\$29.40
	TOTAL CLAIM						\$238.20

Cash Payment Register

Job Submission Parameters

Date: 10/22/2025

Time: 7:27 AM CDT

Username: jamie.carlson@wlssd.com

Vendor Group: 1 Western Lake Superior Sanitary District	Company: 1 Western Lake Superior Sanitary District
Pay Group: 1 Western Lake Superior Sanitary District	Process Level:
Cash Code: 10225 US Bank Or Cash Code Group:	
From Payment Date: 09/24/2025 To Payment Date: 10/21/2025	
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 10/22/25 Pay Group 1 Western Lake Superior Sanitary District USD
 Time 7:27 AM CDT Post Company 1 Western Lake Superior Sanitary District USD
 Cash Payment Register for 9/24/25 thru 10/21/25 Page 1

All Report Account Currency

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

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
300567	P8949	1	190	90MN	AFSCME Council 5	St Paul	9/25/25	Issued	5,985.98	USD
300568	P8950	1	216		Commissioner Of Revenue	St Paul	9/25/25	Issued	17,532.87	USD
300569	P8951	1	948	48MN	PERA	St Paul	9/25/25	Issued	56,866.65	USD
300570	P8952	1	1392		United States Treasury	Kansas City	9/25/25	Issued	95,797.69	USD
300571	P8953	1	3169		Northeast Service Cooperative	Mt. Iron	9/25/25	Issued	225,308.18	USD
300572	P8954	1	4098		Minnesota Child Support	St Paul	9/25/25	Issued	397.32	USD
300573	P8955	1	5775		MN Dept Of Revenue (C)	St Paul	9/25/25	Issued	447.18	USD
300574	P8956	1	5996		MSRS	St Paul	9/25/25	Issued	16,694.00	USD
300575	P8957	1	6586		WLSSD Cafeteria Plan - US Bank	.	9/25/25	Issued	4,367.96	USD
300576	P9053	1	216		Commissioner Of Revenue	St Paul	9/30/25	Issued	3,534.49	USD
300577	P9054	1	948	48MN	PERA	St Paul	9/30/25	Issued	11,156.31	USD
300578	P9055	1	1392		United States Treasury	Kansas City	9/30/25	Issued	19,942.98	USD
300579	P9056	1	5996		MSRS	St Paul	9/30/25	Issued	4,313.00	USD
300580	P9057	1	6586		WLSSD Cafeteria Plan - US Bank	.	9/30/25	Issued	950.85	USD
300581	P9315	1	216		Commissioner Of Revenue	St Paul	10/10/25	Issued	13,642.32	USD
300582	P9316	1	948	48MN	PERA	St Paul	10/10/25	Issued	45,053.68	USD
300583	P9317	1	1392		United States Treasury	Kansas City	10/10/25	Issued	73,892.63	USD
300584	P9318	1	2688		Delta Dental Plan Of Minnesota	Minneapolis	10/10/25	Issued	12,651.56	USD
300585	P9319	1	2688		Delta Dental Plan Of Minnesota	Minneapolis	10/10/25	Issued	993.30	USD
300586	P9320	1	4098		Minnesota Child Support	St Paul	10/10/25	Issued	397.32	USD
300587	P9321	1	5996		MSRS	St Paul	10/10/25	Issued	12,381.00	USD
300588	P9322	1	6586		WLSSD Cafeteria Plan - US Bank	.	10/10/25	Issued	3,417.11	USD
300589	P9323	1	216		Commissioner Of Revenue	St Paul	10/16/25	Issued	3,491.17	USD
300590	P9324	1	948	48MN	PERA	St Paul	10/16/25	Issued	11,156.31	USD
300591	P9325	1	1392		United States Treasury	Kansas City	10/16/25	Issued	19,729.21	USD
300592	P9326	1	5996		MSRS	St Paul	10/16/25	Issued	4,313.00	USD
300593	P9327	1	6586		WLSSD Cafeteria Plan - US Bank	.	10/16/25	Issued	950.85	USD

*** Payment Code ACH Totals
 Total Open Payments 27 665,364.92
 Total Reconciled Payments 0.00
 Total Void Payments 0.00
 Total Stale Dated Payments 0
 Total Escheated Payments 0

Cash Payment Register continued...

Date 10/22/25 Pay Group 1 Western Lake Superior Sanitary District USD
 Time 7:27 AM CDT Post Company 1 Western Lake Superior Sanitary District USD
 Cash Payment Register for 9/24/25 thru 10/21/25 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
400810	P8958	1	560	60MN	Jasper Engineering & Equipment	Hibbing	9/25/25	Issued	3,053.20	USD
400811	P8959	1	1440		Guardian Pest Control Inc	Superior	9/25/25	Issued	110.55	USD
400812	P8960	1	2032		Shel-Don Reproduction Centre	Duluth	9/25/25	Issued	677.91	USD
400813	P8961	1	3766		Portable John	Hibbing	9/25/25	Issued	415.80	USD
400814	P8962	1	3970		North States Crane & Hoist	Duluth	9/25/25	Issued	2,315.19	USD
400815	P8963	1	4421	21OH	Applied Industrial Tech	Chicago	9/25/25	Issued	740.19	USD
400816	P8964	1	4959		Analytichem Canada, Inc.	Baie D'urfe	9/25/25	Issued	136.20	USD
400817	P8965	1	5490		Northland Fire & Safety, Inc.	Superior	9/25/25	Issued	198.50	USD
400818	P8966	1	5877		Belly River Corporation	Appleton	9/25/25	Issued	5,407.30	USD
400819	P8967	1	6037		Michaud Distributing	Duluth	9/25/25	Issued	130.50	USD
400820	P8968	1	6365		Vonco V LLC Duluth	Becker	9/25/25	Issued	662.03	USD
400821	P9126	1	4903		Liberty Tire Recycling, Llc-Mn	Pittsburgh	10/1/25	Issued	4,279.50	USD
400822	P9127	1	4959		Analytichem Canada, Inc.	Baie D'urfe	10/1/25	Issued	183.10	USD
400823	P9128	1	4986		Agvise Laboratories	Northwood	10/1/25	Issued	229.75	USD
400824	P9129	1	6101	01	Msc Industrial Supply Co	Saint Louis	10/1/25	Issued	565.62	USD
400825	P9130	1	6365		Vonco V LLC Duluth	Becker	10/1/25	Issued	143.94	USD
400826	P9189	1	1012		Northstar Ford	Duluth	10/9/25	Issued	2,165.20	USD
400827	P9190	1	1440		Guardian Pest Control Inc	Superior	10/9/25	Issued	73.70	USD
400828	P9191	1	2032		Shel-Don Reproduction Centre	Duluth	10/9/25	Issued	123.86	USD
400829	P9192	1	2512	12MN	Culligan Of Cloquet	Minneapolis	10/9/25	Issued	633.85	USD
400830	P9193	1	4903		Liberty Tire Recycling, Llc-Mn	Pittsburgh	10/9/25	Issued	1,233.00	USD
400831	P9194	1	5877		Belly River Corporation	Appleton	10/9/25	Issued	402.50	USD
400832	P9195	1	6037		Michaud Distributing	Duluth	10/9/25	Issued	11.00	USD
400833	P9196	1	6335		Air Fiber Inc.	Superior	10/9/25	Issued	500.00	USD
400834	P9378	1	236	01MN	RM Cotton LLC	Minneapolis	10/16/25	Issued	1,557.44	USD
400835	P9379	1	305	05MN	SPS Companies, Inc	St. Paul	10/16/25	Issued	258.71	USD
400836	P9380	1	395		Fryberger Buchanan	Duluth	10/16/25	Issued	10,816.34	USD
400837	P9381	1	3766		Portable John	Hibbing	10/16/25	Issued	415.80	USD
400838	P9382	1	3838	38GA	Polydyne Inc	Atlanta	10/16/25	Issued	67,578.30	USD
400839	P9383	1	4421	21OH	Applied Industrial Tech	Chicago	10/16/25	Issued	1,496.09	USD
400840	P9384	1	4903		Liberty Tire Recycling, Llc-Mn	Pittsburgh	10/16/25	Issued	1,593.00	USD
400841	P9385	1	4959		Analytichem Canada, Inc.	Baie D'urfe	10/16/25	Issued	246.30	USD
400842	P9386	1	6365		Vonco V LLC Duluth	Becker	10/16/25	Issued	520.76	USD
400843	P9387	1	6479		NCL Of Wisconsin Inc	Biramwood	10/16/25	Issued	159.00	USD

*** Payment Code APC Totals
 Total Open Payments 34 109,034.13
 Total Reconciled Payments 0.00
 Total Void Payments 0.00
 Total Stale Dated Payments 0
 Total Escheated Payments 0

Cash Payment Register continued...

Date 10/22/25 Pay Group 1 Western Lake Superior Sanitary District USD
 Time 7:27 AM CDT Post Company 1 Western Lake Superior Sanitary District USD
 Cash Payment Register for 9/24/25 thru 10/21/25 Page 3

All Report Account Currency

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

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
503756	P9003	1	56		Anchor Scientific, Inc.	Long Lake	9/25/25	Reconciled	179.84	USD
503757	P9004	1	449	49CO	Hach Company	Chicago	9/25/25	Reconciled	665.60	USD
503758	P9005	1	557		Jamar Company	Duluth	9/25/25	Reconciled	545.00	USD
503759	P9006	1	729	29MN	Dalco Enterprises, Inc.	St Paul	9/25/25	Issued	251.48	USD
503760	P9007	1	821	21MN	Airgas North Central	Chicago	9/25/25	Reconciled	5,653.91	USD
503761	P9008	1	922	01FE	Ferguson Enterprises LLC #1657	Chicago	9/25/25	Issued	13,387.68	USD
503762	P9009	1	1034		Vessco Inc	Chanhassen	9/25/25	Reconciled	1,182.00	USD
503763	P9010	1	1047	47MO	VWR Corporation	Pittsburgh	9/25/25	Issued	4,991.16	USD
503764	P9011	1	1091	91MN	Ferguson Enterprises LLC #1657	Chicago	9/25/25	Issued	64.35	USD
503765	P9012	1	1319		Hawkins, Inc.	Minneapolis	9/25/25	Reconciled	30,668.98	USD
503766	P9013	1	1352	52MN	Graybar Electric Co, Inc.	Chicago	9/25/25	Reconciled	5,958.70	USD
503767	P9014	1	1362		McMaster Carr Supply	Chicago	9/25/25	Reconciled	243.30	USD
503768	P9015	1	1377		Minnesota Life Insurance Co	St Paul	9/25/25	Issued	7,923.44	USD
503769	P9016	1	1709		LHB Engineers & Architects Inc	Duluth	9/25/25	Reconciled	9,940.00	USD
503770	P9017	1	1899	99TX	Allied Electronics Inc	Dallas	9/25/25	Issued	364.79	USD
503771	P9018	1	1966	66MN	Fastenal Company	Winona	9/25/25	Issued	983.93	USD
503772	P9019	1	2042	42MN	Ema Inc	Minneapolis	9/25/25	Issued	10,000.00	USD
503773	P9020	1	2646	47PA	A/C Service and Repair, Inc.	York	9/25/25	Issued	769.50	USD
503774	P9021	1	2651		SEH Engineers Architects Inc	St Paul	9/25/25	Reconciled	40,650.09	USD
503775	P9022	1	2794		USA Bluebook	Gurnee	9/25/25	Issued	613.89	USD
503776	P9023	1	3005		Lorilee Blais	Duluth	9/25/25	Reconciled	32.76	USD
503777	P9024	1	3410	10ND	Acme Electric Tool Crib North	Grand Forks	9/25/25	Issued	2,633.00	USD
503778	P9025	1	3886		Robert Walton	Duluth	9/25/25	Reconciled	23.00	USD
503779	P9026	1	4166		Madison National Life Ins Co.	Carol Stream	9/25/25	Issued	2,153.36	USD
503780	P9027	1	5049		L&S Electric	Schofield	9/25/25	Issued	11,084.35	USD
503781	P9028	1	5770		Quadient Leasing USA, Inc	Dallas	9/25/25	Issued	573.69	USD
503782	P9029	1	5843		Michels Corporation	Brownsville	9/25/25	Issued	1,761,313.11	USD
503783	P9030	1	5845	46MA	CDM Smith	Boston	9/25/25	Issued	60,040.70	USD
503784	P9031	1	5865	65MN	Kemble, Inc.	Duluth	9/25/25	Issued	700.00	USD
503785	P9032	1	6086		Thomas Scientific	Pittsburgh	9/25/25	Issued	180.83	USD
503786	P9033	1	6298	02IL	Galco Industrial Electronics,	Chicago	9/25/25	Reconciled	360.94	USD
503787	P9034	1	6355		Lisa Salls	Proctor	9/25/25	Issued	49.01	USD
503788	P9035	1	6453	FD01	Faegre Drinker Biddle & Reath	Minneapolis	9/25/25	Reconciled	4,833.33	USD
503789	P9036	1	6454	IL01	Acp Creativit, LLC	Carol Stream	9/25/25	Issued	16,956.17	USD
503790	P9037	1	6495		QED Environmental Systems Inc	Atlanta	9/25/25	Reconciled	356.96	USD
503791	P9038	1	6519		MESERB	St Paul	9/25/25	Issued	525.00	USD
503792	P9039	1	6548	EI10	Equix Integrity, Inc	Fond Du Lac	9/25/25	Issued	70,699.35	USD
503793	P9040	1	6569		BME Lab And Science	Plymouth	9/25/25	Issued	3,177.00	USD
503794	P9041	1	6655		SEK Designs	Duluth	9/25/25	Issued	6,834.75	USD
503795	P9042	1	6659	MI01	Cummins, Inc.	Detroit	9/25/25	Reconciled	3,225.90	USD
503796	P9043	1	6759		Uline	Chicago	9/25/25	Issued	115.31	USD
503797	P9044	1	6763		Ariel Wolf	Duluth	9/25/25	Reconciled	315.00	USD
503798	P9045	1	6860		Erik Johnson	Duluth	9/25/25	Issued	129.97	USD
503799	P9046	1	6889		EcoSafe Zero Waste USA Inc.	Surrey	9/25/25	Issued	973.40	USD
503800	P9047	1	6900	01OH	Fidelity Security Life Insuran	Cincinnati	9/25/25	Issued	643.44	USD
503801	P9048	1	6922		Unison Solutions	Dubuque	9/25/25	Reconciled	795.00	USD
503802	P9049	1	6956		Superior Fuel Company	Duluth	9/25/25	Reconciled	3,075.00	USD
503803	P9050	1	7009		Swim Creative, LLC	Duluth	9/25/25	Issued	210.00	USD

Cash Payment Register continued...

Date 10/22/25 Pay Group 1 Western Lake Superior Sanitary District USD
 Time 7:27 AM CDT Post Company 1 Western Lake Superior Sanitary District USD
 Cash Payment Register for 9/24/25 thru 10/21/25 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
503804	P9051	1	7016		Berglund, Thomas	Moose Lake	9/25/25	Issued	122.12	USD
503805	P9089	1	394	12MN	Kurita America Inc	Minneapolis	10/1/25	Issued	2,636.88	USD
503806	P9090	1	411	01MN	General Cleaning Corporation	Duluth	10/1/25	Issued	7,183.00	USD
503807	P9091	1	526	26NE	Teledyne ISCO, Inc.	Chicago	10/1/25	Issued	1,127.00	USD
503808	P9092	1	850	50MN	Auto Value Duluth West	Duluth	10/1/25	Issued	172.44	USD
503809	P9093	1	922	01FE	Ferguson Enterprises LLC #1657	Chicago	10/1/25	Issued	1,417.46	USD
503810	P9094	1	1040	40MN	Activar Plastics Product Group	Minneapolis	10/1/25	Issued	192.25	USD
503811	P9095	1	1069		Core & Main LP	St Louis	10/1/25	Issued	8,684.37	USD
503812	P9096	1	1091	91MN	Ferguson Enterprises LLC #1657	Chicago	10/1/25	Issued	264.78	USD
503813	P9097	1	1241		United Way Of Duluth	Duluth	10/1/25	Issued	532.00	USD
503814	P9098	1	1352	52MN	Graybar Electric Co, Inc.	Chicago	10/1/25	Issued	1,754.32	USD
503815	P9099	1	1966	66MN	Fastenal Company	Winona	10/1/25	Issued	231.74	USD
503816	P9100	1	2017	17IL	Waste Management Of WI-MN	Carol Stream	10/1/25	Issued	24,100.00	USD
503817	P9101	1	2075		City Of Hermantown	Hermantown	10/1/25	Issued	34.28	USD
503818	P9102	1	2508	08MN	Russell-Seik-Steel	Duluth	10/1/25	Issued	299.08	USD
503819	P9103	1	2954		Interstate Batteries-Twin Port	Superior	10/1/25	Issued	435.96	USD
503820	P9104	1	3044		Retrofit Recycling Inc	Owatonna	10/1/25	Issued	1,764.50	USD
503821	P9105	1	3410	10ND	Acme Electric Tool Crib North	Grand Forks	10/1/25	Issued	35.97	USD
503822	P9106	1	3940	41MN	Veolia ES Technical Solutions	Chicago	10/1/25	Issued	915.44	USD
503823	P9107	1	4560		Centurylink	Phoenix	10/1/25	Issued	21,329.80	USD
503824	P9108	1	4611		Daniel Belden	Esko	10/1/25	Issued	96.38	USD
503825	P9109	1	5073	73MN	Blaine Brothers	Minneapolis	10/1/25	Issued	8,193.55	USD
503826	P9110	1	5744	LT01	Life Technologies	Chicago	10/1/25	Issued	132.47	USD
503827	P9111	1	6376		In-Situ, Inc.	Fort Collins	10/1/25	Issued	4,685.00	USD
503828	P9112	1	6496		Vega Americas Inc	Cincinnati	10/1/25	Issued	2,950.55	USD
503829	P9113	1	6613		Planttours Communications Co	Charlotte	10/1/25	Issued	3,007.00	USD
503830	P9114	1	6688		Chase Poppenhagen	Duluth	10/1/25	Issued	62.57	USD
503831	P9115	1	6713	01IL	Allied Valve, Inc.	Palatine	10/1/25	Issued	478.62	USD
503832	P9116	1	6726	01IA	Involta	Cedar Rapids	10/1/25	Issued	6,090.00	USD
503833	P9117	1	6782	01IL	Eurofins Environment Testing	Carol Stream	10/1/25	Issued	1,448.00	USD
503834	P9118	1	6791		Sir Benedict's Tavern	Duluth	10/1/25	Issued	262.11	USD
503835	P9119	1	6819	01MN	Bell Bank Equipment Finance	Maple Grove	10/1/25	Issued	2,268.59	USD
503836	P9120	1	6900	01OH	Fidelity Security Life Insuran	Cincinnati	10/1/25	Issued	632.93	USD
503837	P9121	1	6956		Superior Fuel Company	Duluth	10/1/25	Issued	1,013.53	USD
503838	P9122	1	6959	02TX	Alliance Technical Group	Dallas	10/1/25	Issued	354.30	USD
503839	P9123	1	6988		Chris Shea	Duluth	10/1/25	Issued	154.75	USD
503840	P9124	1	7011	02PA	Comcast	Philadelphia	10/1/25	Issued	3,203.79	USD
503841	P9125	1	7012		Jim Makowsky IV	Carlton	10/1/25	Issued	45.00	USD
503842	P9152	1	482	82MN	Hawkins, Inc	Minneapolis	10/1/25	Issued	10,796.82	USD
503843	P9153	1	1319		Hawkins, Inc.	Minneapolis	10/1/25	Issued	20,857.48	USD
503844	P9208	1	647	01	Berkley Risk Administrators Co	Minneapolis	10/9/25	Issued	293.46	USD
503845	P9209	1	727	27MN	Mielke Electric Works	Duluth	10/9/25	Issued	1,235.12	USD
503846	P9210	1	729	29MN	Dalco Enterprises, Inc.	St Paul	10/9/25	Issued	786.88	USD
503847	P9211	1	935		Pro-Print Inc	Duluth	10/9/25	Issued	1,059.65	USD
503848	P9212	1	1022		City Of Scanlon Water Dept	Scanlon	10/9/25	Issued	79.81	USD
503849	P9213	1	1108		St Louis County Auditor	Duluth	10/9/25	Issued	38,209.00	USD
503850	P9214	1	1319		Hawkins, Inc.	Minneapolis	10/9/25	Issued	20,887.77	USD
503851	P9215	1	1352	52MN	Graybar Electric Co, Inc.	Chicago	10/9/25	Issued	15,651.79	USD

Cash Payment Register continued...

Date 10/22/25 Pay Group 1 Western Lake Superior Sanitary District USD
 Time 7:27 AM CDT Post Company 1 Western Lake Superior Sanitary District USD
 Cash Payment Register for 9/24/25 thru 10/21/25 Page 5

All Report Account Currency

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

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
503852	P9216	1	1362		McMaster Carr Supply	Chicago	10/9/25	Issued	172.44	USD
503853	P9217	1	1372	EL1	MN Dept Labor & Industry	St Paul	10/9/25	Issued	1,210.00	USD
503854	P9218	1	1600	01ND	Flint Group	Fargo	10/9/25	Issued	150.00	USD
503855	P9219	1	1866		Carlton County Zoning Office	Carlton	10/9/25	Issued	270.75	USD
503856	P9220	1	1966	66MN	Fastenal Company	Winona	10/9/25	Issued	417.04	USD
503857	P9221	1	1978		Hartel's Disposal	Proctor	10/9/25	Issued	8,258.96	USD
503858	P9222	1	2459		Compensation Consultants, Ltd	Cloquet	10/9/25	Issued	748.00	USD
503859	P9223	1	3044		Retrofit Recycling Inc	Owatonna	10/9/25	Issued	2,033.15	USD
503860	P9224	1	3149	02WI	L&S Electric	Milwaukee	10/9/25	Issued	1,637.10	USD
503861	P9225	1	3865		St. Louis County Env Serv	Virginia	10/9/25	Issued	402.00	USD
503862	P9226	1	3940	40MN	Veolia ES Technical Solutions	Chicago	10/9/25	Issued	38,854.21	USD
503863	P9227	1	4089		Boy Scout Troop #7	Duluth	10/9/25	Issued	750.00	USD
503864	P9228	1	4665	65GA	Environmental Express	Atlanta	10/9/25	Issued	72.59	USD
503865	P9229	1	4785		North Shore Analytical, Inc.	Duluth	10/9/25	Issued	1,450.00	USD
503866	P9230	1	5073	73MN	Blaine Brothers	Minneapolis	10/9/25	Issued	2,077.28	USD
503867	P9231	1	5082		Fedex Freight	Palatine	10/9/25	Issued	154.00	USD
503868	P9232	1	5247	47WI	Dairyland Fence Co	Iron River	10/9/25	Issued	4,865.00	USD
503869	P9233	1	5836	F1	Mediacom	Carol Stream	10/9/25	Issued	236.90	USD
503870	P9234	1	5838		Carlton County Auditors Office	Carlton	10/9/25	Issued	7,907.00	USD
503871	P9235	1	6086		Thomas Scientific	Pittsburgh	10/9/25	Issued	100.66	USD
503872	P9236	1	6659		Cummins, Inc.	White Bear Lake	10/9/25	Issued	1,576.86	USD
503873	P9237	1	6689	01TX	Insight Public Sector	Dallas	10/9/25	Issued	4,309.68	USD
503874	P9238	1	6782	01IL	Eurofins Environment Testing	Carol Stream	10/9/25	Issued	843.00	USD
503875	P9239	1	6837		Deschenes	Duluth	10/9/25	Issued	4,775.00	USD
503876	P9240	1	6922		Unison Solutions	Dubuque	10/9/25	Issued	1,590.00	USD
503877	P9241	1	6956		Superior Fuel Company	Duluth	10/9/25	Issued	1,770.40	USD
503878	P9242	1	6975		Clearsky Consulting	Atlanta	10/9/25	Issued	15,307.50	USD
503879	P9243	1	6978		EPIC iO Technologies	Fort Mill	10/9/25	Issued	1,515.70	USD
503880	P9244	1	6986	FL01	Arete Advisors LLC	Orlando	10/9/25	Issued	1,440.00	USD
503881	P9245	1	7011	01TX	Masergy Communications, Inc.	Dallas	10/9/25	Issued	1,305.40	USD
503882	P9309	1	575		Johnson Wilson Builders	Duluth	10/10/25	Issued	1,728.00	USD
503883	P9310	1	1352	52MN	Graybar Electric Co, Inc.	Chicago	10/10/25	Issued	2,242.81	USD
503884	P9311	1	3742		SGS Axys Analytical Services	Toronto	10/10/25	Issued	7,184.00	USD
503885	P9312	1	4883	45IL	Environmental Resource Assoc	Palatine	10/10/25	Issued	604.65	USD
503886	P9313	1	6454	IL01	Acp Creativit, LLC	Carol Stream	10/10/25	Issued	2,091.92	USD
503887	P9314	1	6945	01MI	MHC Software Holdings & Subsidiary	Detroit	10/10/25	Issued	8,128.00	USD
503888	P9328	1	394	12MN	Kurita America Inc	Minneapolis	10/16/25	Issued	464.12	USD
503889	P9329	1	449	49CO	Hach Company	Chicago	10/16/25	Issued	921.68	USD
503890	P9330	1	482	82MN	Hawkins, Inc	Minneapolis	10/16/25	Issued	10,606.29	USD
503891	P9331	1	632		Lakehead Constructors Inc	Superior	10/16/25	Issued	192,374.49	USD
503892	P9332	1	729	29MN	Dalco Enterprises, Inc.	St Paul	10/16/25	Issued	757.06	USD
503893	P9333	1	821	21MN	Airgas North Central	Chicago	10/16/25	Issued	2,484.10	USD
503894	P9334	1	1040	40MN	Activar Plastics Product Group	Minneapolis	10/16/25	Issued	327.88	USD
503895	P9335	1	1091	91MN	Ferguson Enterprises LLC #1657	Chicago	10/16/25	Issued	885.04	USD
503896	P9336	1	1319		Hawkins, Inc.	Minneapolis	10/16/25	Issued	20,840.28	USD
503897	P9337	1	1352	52MN	Graybar Electric Co, Inc.	Chicago	10/16/25	Issued	356.07	USD
503898	P9338	1	1966	66MN	Fastenal Company	Winona	10/16/25	Issued	369.80	USD
503899	P9339	1	1978		Hartel's Disposal	Proctor	10/16/25	Issued	715.85	USD

Cash Payment Register continued...

Date 10/22/25 Pay Group 1 Western Lake Superior Sanitary District USD Page 6
 Time 7:27 AM CDT Post Company 1 Western Lake Superior Sanitary District USD
 Cash Payment Register for 9/24/25 thru 10/21/25

All Report Account Currency

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

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
503900	P9340	1	2075		City Of Hermantown	Hermantown	10/16/25	Issued	75.20	USD
503901	P9341	1	2186		Ulland Bros, Inc.	Cloquet,	10/16/25	Issued	29,015.00	USD
503902	P9342	1	2366		Gopher State One-Call	Hanover	10/16/25	Issued	517.05	USD
503903	P9343	1	2708		Shamrock Productions, Inc.	Farmington	10/16/25	Issued	1,650.00	USD
503904	P9344	1	3940	40MN	Veolia ES Technical Solutions	Chicago	10/16/25	Issued	499.27	USD
503905	P9345	1	4560	2AZ	Centurylink	Phoenix	10/16/25	Issued	1,263.84	USD
503906	P9346	1	4606		Dukes Towing	Duluth	10/16/25	Issued	175.00	USD
503907	P9347	1	4689		Minnesota Valley Testing	New Ulm	10/16/25	Issued	558.25	USD
503908	P9348	1	5042	26MO	Scientific Sales, Inc	Oak Ridge	10/16/25	Issued	99.00	USD
503909	P9349	1	5137	37MN	Twin Ports Paper & Supply Inc.	Duluth	10/16/25	Issued	317.00	USD
503910	P9350	1	5525		Consolidated Communications	St. Louis	10/16/25	Issued	1,168.53	USD
503911	P9351	1	5660		Minnesota Energy Resources	Glenview	10/16/25	Issued	93.12	USD
503912	P9352	1	5845	46MA	CDM Smith	Boston	10/16/25	Issued	11,679.25	USD
503913	P9353	1	5961		James E Aird	Proctor	10/16/25	Issued	122.40	USD
503914	P9354	1	6211		Marcia Podratz	Duluth	10/16/25	Issued	117.64	USD
503915	P9355	1	6333		Jonathan Kopetzky	Lake Nabagamon	10/16/25	Issued	242.60	USD
503916	P9356	1	6496		Vega Americas Inc	Cincinnati	10/16/25	Issued	7,242.90	USD
503917	P9357	1	6517		Kwik Trip Inc	La Crosse	10/16/25	Issued	308.37	USD
503918	P9358	1	6533		Loren Lilly	Cloquet	10/16/25	Issued	238.20	USD
503919	P9359	1	6547		Laura Ness	Duluth	10/16/25	Issued	113.72	USD
503920	P9360	1	6584	84MN	A-1 Disposal	Saginaw	10/16/25	Issued	1,253.00	USD
503921	P9361	1	6659		Cummins, Inc.	White Bear Lake	10/16/25	Issued	693.06	USD
503922	P9362	1	6659	MI01	Cummins, Inc.	Detroit	10/16/25	Issued	640.13	USD
503923	P9363	1	6684		Mavo Concrete Sawing Services	White Bear Lake	10/16/25	Issued	500.00	USD
503924	P9364	1	6713	01IL	Allied Valve, Inc.	Palatine	10/16/25	Issued	581.40	USD
503925	P9365	1	6755		Robert Schilling	Duluth	10/16/25	Issued	401.50	USD
503926	P9366	1	6801		Carlson Timber Products, Inc.	Sandstone	10/16/25	Issued	217,003.68	USD
503927	P9367	1	6805		RBA Consulting	Wayzata	10/16/25	Issued	2,340.00	USD
503928	P9368	1	6819	01MN	Bell Bank Equipment Finance	Maple Grove	10/16/25	Issued	2,268.59	USD
503929	P9369	1	6825		Bolton And Menk Inc.	Mankato	10/16/25	Issued	69,345.87	USD
503930	P9370	1	6833		John Ezell	Carlton	10/16/25	Issued	345.60	USD
503931	P9371	1	6904		L & M Fleet Supply	Grand Rapids	10/16/25	Issued	10.00	USD
503932	P9372	1	6923		Ashley Murr	Prior Lake	10/16/25	Issued	168.23	USD
503933	P9373	1	6956		Superior Fuel Company	Duluth	10/16/25	Issued	2,501.47	USD
503934	P9374	1	6977		Advanced Engineering & Environm	Grand Forks	10/16/25	Issued	14,331.84	USD
503935	P9375	1	7003		Ben Mathews	Hermantown	10/16/25	Issued	142.00	USD
503936	P9376	1	7007		Carrie Schneider	Duluth	10/16/25	Issued	54.20	USD
503937	P9377	1	7008		Nathan Johnson	Duluth	10/16/25	Issued	176.60	USD

*** Payment Code CHK Totals
 Total Open Payments 163 2,924,049.14
 Total Reconciled Payments 19 108,705.31
 Total Void Payments 0.00
 Total Stale Dated Payments 0
 Total Escheated Payments 0

Cash Payment Register continued...

Date 10/22/25 Pay Group 1 Western Lake Superior Sanitary District USD
 Time 7:27 AM CDT Post Company 1 Western Lake Superior Sanitary District USD
 Cash Payment Register for 9/24/25 thru 10/21/25 Page 7

All Report Account Currency

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

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
200689	P8996	1	296		City Of Duluth Comfort Systems	Minneapolis	9/25/25	Issued	358.29	USD
200690	P8997	1	376		Fedex	Palatine	9/25/25	Issued	520.58	USD
200691	P8998	1	1711	11IL	Grainger	Palatine	9/25/25	Issued	357.28	USD
200692	P8999	1	5847	01IL	Stericycle, Inc.	Chicago	9/25/25	Issued	302.40	USD
200693	P9000	1	6504		Fueling Minnesota	St Paul	9/25/25	Issued	40.00	USD
200694	P9001	1	6540	40MA	Cintas Corporation	Dallas	9/25/25	Issued	992.92	USD
200695	P9002	1	6871	01MN	MJ Companies LLC	Duluth	9/25/25	Issued	5,600.00	USD
200696	P9052	1	6599		US Bank Credit Card	.	9/29/25	Issued	15,897.84	USD
200697	P9141	1	6540	40MA	Cintas Corporation	Dallas	10/1/25	Issued	915.05	USD
200698	P9299	1	217	17MN	Como Lube & Supplies Inc	Duluth	10/10/25	Issued	367.50	USD
200699	P9300	1	296		City Of Duluth Comfort Systems	Minneapolis	10/10/25	Issued	20,745.71	USD
200700	P9301	1	376		Fedex	Palatine	10/10/25	Issued	767.48	USD
200701	P9302	1	1708	18MN	Baldwin Supply Company	St. Paul	10/10/25	Issued	811.07	USD
200702	P9303	1	1711	11IL	Grainger	Palatine	10/10/25	Issued	2,090.50	USD
200703	P9304	1	2483	01MN	Lakes Gas	Wyoming	10/10/25	Issued	363.75	USD
200704	P9305	1	3329		Great Lakes Alarm Inc	Duluth	10/10/25	Issued	59.85	USD
200705	P9306	1	6540	40MA	Cintas Corporation	Dallas	10/10/25	Issued	1,021.35	USD
200706	P9307	1	6841	00TX	ApplicantPro Holdings	Dallas	10/10/25	Issued	639.00	USD
200707	P9389	1	194		City Of Cloquet	Cloquet	10/16/25	Issued	1,760.05	USD
200708	P9390	1	296		City Of Duluth Comfort Systems	Minneapolis	10/16/25	Issued	13,322.74	USD
200709	P9391	1	376		Fedex	Palatine	10/16/25	Issued	21.24	USD
200710	P9392	1	1711	11IL	Grainger	Palatine	10/16/25	Issued	679.02	USD
200711	P9393	1	2483	01MN	Lakes Gas	Wyoming	10/16/25	Issued	118.18	USD
200712	P9394	1	3471	IL71	AT&T Mobility	Carol Stream	10/16/25	Issued	2,851.79	USD
200713	P9395	1	5202		Idexx Laboratories	Atlanta	10/16/25	Issued	3,646.94	USD
200714	P9396	1	6881	01SP	CTC	St. Paul	10/16/25	Issued	405.00	USD

*** Payment Code PCR Totals
 Total Open Payments 26 74,655.53
 Total Reconciled Payments 0.00
 Total Void Payments 0.00
 Total Stale Dated Payments 0
 Total Escheated Payments 0

Cash Payment Register continued...

Date 10/22/25 Pay Group 1 Western Lake Superior Sanitary District USD
 Time 7:27 AM CDT Post Company 1 Western Lake Superior Sanitary District USD
 Cash Payment Register for 9/24/25 thru 10/21/25 Page 8

All Report Account Currency

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

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
100092	P9064	1	753		Minnesota Power	Minneapolis	9/30/25	Issued	198,498.68	USD
100093	P9065	1	1410		Piper Sandler	Minneapolis	9/30/25	Issued	1,000,000.00	USD
100094	P9066	1	1412		Wells Fargo Brokerage, Inc.	Minneapolis	9/30/25	Issued	400,000.00	USD

*** Payment Code WIR Totals
 Total Open Payments 3 1,598,498.68
 Total Reconciled Payments 0.00
 Total Void Payments 0.00
 Total Stale Dated Payments 0
 Total Escheated Payments 0

*** Cash Code 10225 Totals
 Total Open Payments 253 5,371,602.40
 Total Reconciled Payments 19 108,705.31
 Total Void Payments 0.00
 Total Stale Dated Payments 0
 Total Escheated Payments 0

*** Pay Group 1 USD Totals
 Total Open Payments 253 5,371,602.40
 Total Reconciled Payments 19 108,705.31
 Total Void Payments 0.00
 Total Stale Dated Payments 0
 Total Escheated Payments 0

Memo

To: Board of Directors
From: Operations and Planning
Date: October 23, 2025
Subject: Approval of Resolution 25-23 Appointing Hearing Examiner for Appeal Hearing

Project Background

District staff issued an Administrative Citation to Waste Management on October 9, 2025 for violation of the WLSSD Solid Waste Ordinance. Waste Management submitted an appeal of the Administrative Citation on October 20, 2025. The Board has the option to appoint a hearing examiner to conduct the hearing and make a written recommendation to the Board.

Recommendation

The Operations and Planning Committee recommends that the Board of Directors approve Resolution 25-23 appointing Jack Ezell, a member of the WLSSD Board, as the hearing examiner in this matter.

RESOLUTION 25-23

APPOINTING HEARING EXAMINER FOR APPEAL HEARING

WHEREAS, the Western Lake Superior Sanitary District (WLSSD) issued an Administrative Citation to Waste Management on October 9, 2025, for violation of the WLSSD Solid Waste Ordinance.

WHEREAS, on Monday October 20, 2025, Waste Management submitted an appeal of the Administrative Citation in accordance with Section 3.3.2 I. of the Solid Waste Ordinance.

WHEREAS, the Board has the option to appoint a hearing examiner to conduct the hearing and make a written recommendation to the Board in accordance with Section 3.6.3 of the Solid Waste Ordinance.

NOW, THEREFORE, BE IT RESOLVED, the Board hereby appoints Jack Ezell, a member of the WLSSD Board, as the hearing examiner in this matter

**WESTERN LAKE SUPERIOR
SANITARY DISTRICT**

By _____
Rob Schilling
Its Chair

By _____
Loren Lilly
Its Secretary

Memo

To: Board of Directors
From: Operations and Planning Committee
Date: 10/27/2025
Subject: Approval of RFP #1504 – Resource Renew Solar Array (Pike Lake Pump Station)

Project Background

Resource Renew is committed to energy independence and resiliency. The 2022 Energy Management Master Plan (EMMP) explored options to install solar arrays at major pump stations or the main wastewater treatment plant. The Minnesota Department of Commerce is now offering grants to install solar arrays for public buildings through the Minnesota Statewide Solar on Public Buildings Program which can reimburse eligible projects costs up to 70%. The Pike Lake Pump Station was identified as an ideal potential site for a solar array funded by this grant.

Scope of Work – RFP #1504

Proposals were requested from three (3) qualified firms and were received from Belknap Electric, Benson Electric Company, and Wolf Track Energy. Proposals were reviewed based on qualifications and cost by a team of Technical Services and Operations Staff. Benson Electric Company was selected to provide the requested engineering services.

Benson Electric Company submitted a scope of work which includes the following:

1. Conduct a comprehensive site assessment for a 40-kWh solar array.
2. Perform a feasibility and design study to determine optimal placement, projected production, and lifecycle analysis.
3. Procure equipment.
4. Construct, install, commission, and test the solar array.

Benson has proposed a fee of \$157,700 for the design and installation services.

Budget

This project is contingent upon receiving grant funds from the Minnesota Statewide Solar on Public Buildings Program. The grant program will reimburse up to 70% of the total cost of the project. Additional tax rebates are available to cover up to 30% of the construction costs. The project will be initially funded from the 2025 wastewater discretionary capital budget line in the amount of \$157,700 but will only move forward if a minimum grant award of \$72,700 is approved to be reimbursed to the District.

Projected Value

It is anticipated that this project will generate a total of 59,637 kWh annually that would have an annual projected value to the District of \$9,541.92. If this project is 100% grant funded there would be a 0-year project payback. If the District only receives the minimum grant award of \$72,700 and funds the remaining portion with capital discretionary funds, the project payback would be 8.9 years.

Schedule

Planning and design will proceed immediately upon approval by the Board and award of contract.

Project Design Complete:	November 2025
Equipment Procurement:	December 2025
Construction:	Dec. 2025 – May 2026
Commissioning:	May 2026
Final Completion:	June 2026

Recommendation

The Operations and Planning Committee recommends that the Board approve entering into an agreement with Benson Electric for professional and construction services associated with the design and installation of a solar panel array at the Pike Lake Pump Station in the amount of \$157,700, contingent on a minimum grant award of \$72,700.

This project will be funded from 2025 wastewater capital discretionary funds - Resource Renew Solar Array Project #101293.

Memo

To: Board of Directors
From: Operations and Planning Committee
Date: October 27, 2025
Subject: Approval of Effluent Filtration Improvements Project – Change Order #2

Project Background

Stanley Consultants was selected in May 2025 to develop a facility plan focusing on replacing existing tertiary treatment technology. The facility plan will ultimately address tertiary treatment capacity and outline a phased implementation of capital tertiary treatment improvements.

Stanley Consultants included four (4) additional services in their original proposal. In July 2025, change order #1 was approved to add one (1) of those services for mercury removal jar testing to identify potential chemical additives to enhance effluent quality during process upsets. Staff proposes issuing change order #2 to include a project delivery methods workshop, to select the most beneficial project delivery method for this large-scale project. Design-bid-build and construction manager at risk (CMAR) will be discussed in the workshop and will influence the phasing of implementation in the facility plan.

Budget

The Effluent Filtration Improvements Project was included in the approved 2025 wastewater capital budget for an amount totaling \$500,000. This project budget is intended for engineering evaluation, analysis, and preliminary design. The District entered into a contract with Stanley Consultants for \$199,900 in May 2025 to complete this work. A current budget summary table is shown on the following page.

Project Phase	Cost
Tertiary System Capacity Analysis	\$48,084
Alternatives Analysis	\$94,393
Piloting and Preliminary Design Recommendations	\$10,433
Phase Implementation and Facility Plan Update	\$34,229
Contingency and other direct costs	\$12,761
Additional Scope Considerations	
<i>Mercury Removal Jar Testing</i>	\$12,000
<i>Filter Site Visits and Alternative Ranking Modification</i>	\$18,000
<i>Filter Training Workshop</i>	\$7,500
<i>Project Delivery Workshop</i>	\$10,500
Total Project Funds Committed	\$222,400
Project Budget	\$500,000

Recommendation

The Operations and Planning Committee recommends the Board approve issuing change order #2 to Stanley Consultants to include a project delivery methods workshop for the Effluent Filtration Improvements not to exceed \$10,500.

This will be funded from the existing wastewater capital budget Effluent Filtration Improvements Project (#101142).

Memo

To: Board of Directors
From: Operations and Planning Committee
Date: October 27, 2025
Subject: Approval of Secondary Clarifier Rehabilitation Change Order #5 – Drain Tile System

Project Background

The WLSSD wastewater treatment facility has four (4) secondary clarifiers with concrete tanks over 45 years old. The secondary clarifiers are a critical component of the wastewater treatment process for removing wastewater solids. Each tank has a rotating collector mechanism with a service age of over 20 years. The tanks and collector equipment are reaching the end of their useful life and need rehabilitation.

In October 2022, clarifier #2 experienced a catastrophic failure which resulted in the center column twisting and collapsing. The inspection revealed the center column had severe corrosion and metal loss, which caused the failure. Areas above the waterline had shown evidence of severe corrosion on any exposed carbon steel. WLSSD performed emergency repairs on the clarifier and replaced the center column, drive unit, scum arms and boxes, and replaced the platform at the end of the bridge. The emergency repair project was necessary to get clarifier #2 back online as quickly as possible. This emergency repair work was completed in October 2023.

Clarifiers #1, #3, and #4 were drained and inspected between December 2022 and February 2023. Similar deficiencies were discovered in the center column of these clarifiers. The Bolton & Menk, Inc. Engineering firm provided a structural repair plan to reinforce the center columns of the remaining clarifiers. These repairs were accomplished with the intent to extend the life of the collector mechanism until the full rehabilitation project could be funded, designed, and implemented. Given the catastrophic failure of clarifier #2, and similar deficiencies found on the other clarifiers, the State provided WLSSD \$17.5 million from the State Bonding Appropriation Grant.

In December 2023, WLSSD hired Bolton & Menk, Inc. (BMI) to produce design and bidding documents for the Secondary Clarifier Rehabilitation Project. The construction phase of the project was advertised for bid in October 2024. The bid was awarded to McGough Construction Company in January 2025, with mobilization in May of 2025.

In July 2025 discussions about building the exhaust fan foundations led to the question of constructing the foundation in standing water. There are several areas near clarifiers #2 and #4 that have minimal to no drainage so any rain that falls must filter through the soil or evaporate, resulting in near permanent standing water in these areas. The District asked BMI to investigate possible solutions to this problem.

Scope

The solution that BMI developed with was to install tile drain around clarifier #2 that will drain to a new manhole, and install tile drain around clarifier #4 that will tie into an existing manhole. The total linear feet of drain tile to be constructed is approximately 850 feet.

The scope of the work is to include the following:

- A cleanout shall be provided on the start of each tile run.
- The lines shall slope at 0.4%, with the start of each run at a depth of 2-3 feet.
- The tile lines for clarifier #2 shall discharge into an open bottom manhole. The bottom of the manhole shall be at least six (6) feet below grade. Field verification of all elevations.
- The tile line for clarifier #4 shall discharge into the existing storm system in MH-1. Core drill tile line into MH-1 and provide seal around penetration. Field verification of all elevations.
- Seed all disturbed areas.

The District received cost information through BMI for the proposed work from McGough Construction Company totaling \$248,299.

Budget Summary

The Secondary Clarifier Rehabilitation Project is funded from the 2024 wastewater capital budget in the amount of \$35,000,000 (\$17.5M is funded through State bonding proceeds). Additional capital funds were included in the 2025 wastewater capital budget to account for the RAS/WAS well, pumps, and piping improvements in the amount of \$5,700,000. Safety improvements to the clarifier HVAC system were also included in the 2025 wastewater capital budget in the amount of \$1,000,000. The total project budget for the base bid and all alternates is \$41,700,000.

Project Phase	Cost
Design and Bidding Phase Prof. Services	\$1,025,000
Construction Phase Engineering Services	\$2,970,552
Construction – Bid #1491	\$34,714,614
Construction Contingency (5%)	\$1,735,730
Total Project Cost	\$40,445,896
Project Budget	\$41,700,000

Change Order Summary	Cost
CO #1 Bidirectional Knife Gate Valve	\$25,997
CO #2 36" RAS Valve	\$146,631
CO #3 Exposed Rebar Repair	\$93,586
CO #4 Misc. Work Change Directives	\$89,469
CO #5 Tile Drainage	\$248,299
Total Change Orders	\$603,982

Funding

The full project is utilizing the \$17.5 million from the State Bonding Appropriation Grant awarded to WLSSD with the balance funded from a Clean Water Revolving Fund low interest loan through the Minnesota Public Facilities Authority.

Schedule

Below is the current project schedule. One noteworthy scheduling constraint is that all four clarifiers must be in-service the months of March and April while construction is in process to account for spring snow melt.

Milestone	Date
Bid Opening	December 2024
Notice of Award	December 2024
Notice to Proceed	January 2025
Substantial Completion	July 31, 2029

Recommendation

The Operations and Planning Committee recommends the Board approve awarding Change Order #5 to McGough Construction Co. in the amount of \$248,299 to be funded from the Secondary Clarifier Rehabilitation Project (#101208).

Memo

To: Board of Directors
From: Personnel Committee
Date: October 27, 2025
Subject: Approval of Director of Finance Job Description and Pay Grade

Attached to this memo you will find the proposed job description for Assistant Finance Director. This is a new salaried classification developed with the intention of allowing an overlap for training a successor for the Director of Finance preceding a planned retirement in spring 2027.

The job description contains high level finance and accounting job functions, and the incumbent will work closely with the Director of Finance in a mentoring partnership to develop skills to eventually transition into the Director role.

This position is recommended to be placed at a grade 8 on the supervisory / confidential pay scale, which is two grades below the Director of Finance.

Recommendation

The Personnel Committee recommends the Board approve the proposed Assistant Finance Director job description be placed at grade 8 on the supervisory / confidential pay scale and forward to the Board for final action at the October 27 Board meeting.



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

DEFINITION

Under the direction of the Director of Finance, the Assistant Finance Director is responsible for performing duties that will aid in the succession of the Director of Finance position. As part of the succession plan, the incumbent is responsible for assisting the Director in all aspects of the District's financial management, accounting, purchasing and inventory management including developing, implementing and maintaining practices and standards to ensure that the District is compliant with all applicable federal and state financial and accounting standards. This position requires considerable knowledge of government accounting and financial management for an enterprise fund, and the ability to exercise independent judgement.

JOB FUNCTIONS

- Develops and gradually takes primary responsibility for job functions of the Director of Finance to prepare for succession
- Oversees day-to-day accounting activities in the areas of payroll, disbursements, customer billings, collections, reconciliation and financial reporting
- Assists with the preparation of financial records and reports according to governmental accounting standards
- Assists with review and development of audit-related schedules for annual financial audit
- Assists in the development of the annual operating and capital budgets for the District wastewater and solid waste businesses and works closely with the Director of Finance, District Board, the Executive Director and area managers to identify strategies and priorities
- Provides accurate tracking and routine communication to the District Board, Executive Director and staff as to District financial performance
- Acts as a subject matter expert for District Board, managers and staff regarding financial issues
- Prepares or approves financial statements which are provided to other agencies, the public or the Board; assists the Director of Finance with relevant aspects of the bonding program
- Assists in the direction of wastewater and solid waste reserves, rate analysis and strategies to ensure the ongoing financial viability of the District
- Assists in the development of finance systems and procedures to ensure all financial tracking, billing, receiving and payments occur in an efficient and effective manner and are compliant with state and federal standards

Revision: 11/01/2025
Department: Business Services

- Acts as a subject matter expert for financial management and payroll systems in order to provide guidance to staff
- Provides coaching for and development of Finance staff; makes recommendations to Director of Finance on department staffing needs and supports staff recruitment
- Maintains transparent communication through division meetings, one-on-one meetings and other interpersonal communications; presents at committee and Board meetings on behalf of the Director of Finance
- Supports strategic financial planning to maximize resource allocation and transparency
- Promotes a culture of safety, respect and teamwork; leads by example to engage staff in efforts to execute District mission and vision
- Performs related duties as assigned

Education and Experience

- Possess a bachelor's degree in finance, accounting, business administration, public administration or a closely related field and minimum of five years' experience working in finance or accounting
- Master's degree preferred
- An equivalent combination of education and experience may also be considered

Licenses and Certifications

- A valid driver's license
- Certified Public Finance Officer (CFPO) certification preferred

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of principles and practices of general, fund and governmental accounting including financial statement preparation and methods of financial control
- Knowledge of enterprise management computer systems
- Knowledge of enterprise resource planning systems
- Knowledge of the principles, practices, laws and regulations governing the investment and management of public funds
- Knowledge of financial planning as it relates to public organizations including public financing options, investment management, public agency budgeting, cash flow and budgeting issues
- Knowledge of the principles and practices of public administration
- Skilled in project management tools and techniques including project cost accounting and project change management and control
- Skilled in developing and communicating complicated information
- Skilled in interpreting rules and regulations
- Ability to respond to a variety of general inquiries, as well as use judgment to respond to situations that occur in the absence of the Finance Director
- Ability to model leadership qualities of adaptability, dependability and accountability

Revision: 11/01/2025
Department: Business Services

- Ability to recommend and implement goals, objectives and strategies for providing effective and efficient services
- Ability to research, collect, compile and analyze information and data
- Ability to establish and maintain effective working relationships with internal and external stakeholders
- Ability to support and drive change within the department and the organization
- Ability to communicate clearly and concisely both verbally and in writing
- Ability to develop effective work teams
- Ability to promote healthy employee relations

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 15 pounds and occasionally lift and/or move up to 30 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 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:

- Airborne particles and dust
- Fumes from cleaning supplies
- Occasionally may work near moving mechanical parts

Employee’s Signature Date

Human Resources Signature Date

Revision: 11/01/2025
Department: Business Services

Memo

To: Board of Directors
From: Personnel Committee
Date: October 27, 2025
Subject: Approval of HVAC/R Technician Job Description and Pay Grade

Attached to this memo you will find the proposed job description for HVAC/R Technician. During this review, the job description was updated to include a modernized definition, consistent language throughout and updated job functions on the independent accountability of the role. 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 HVAC/R degree and two years' experience, plus a Universal EPA Refrigeration Certificate. A Special Boiler License is preferred.

Problem Solving and Accountability

This position works under the Maintenance & Facilities Manager and there are set procedures in place. There is a moderate-high level of independence.

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 HVAC/R Technician was compared to the state's Plant Maintenance Engineer for a total of 215 pts, placing the existing classification at a grade 15. In the most recent review, the HVAC/R Technician was compared to the state's Plant Maintenance Engineer (30% of 215 pts), Plant Maintenance Engineer Lead (60% of 249 pts) and Plumber Fitter (10% of 252 pts) for a total of 239 pts, placing the proposed classification at a grade 17.

Placing this classification at a grade 17 aligns with 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 HVAC/R 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"> • 4 years' experience or combo which is accepted • Specialty certificate • Special boiler license and unlicensed maintenance electrician license preferred 	<ul style="list-style-type: none"> • Technical degree in HVAC/R or related field + 2 years' experience • Universal EPA Refrigeration Certificate • Special Boiler license preferred
<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 • Independently plans and prioritizes work • Oversees contractors
<ul style="list-style-type: none"> • Tech skills 	<ul style="list-style-type: none"> • Understanding of plant operations and maintenance • Troubleshooting • Computer skills 	<ul style="list-style-type: none"> • Highly skilled in HVAC/R operations and maintenance • Troubleshooting • Computer skills • Skilled in using a variety of technical equipment
<u>Problem Solving</u>		
<ul style="list-style-type: none"> • The way in which the employee makes decisions and solves problems 	<ul style="list-style-type: none"> • 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 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
<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

HEATING, VENTILATING, AIR CONDITIONING AND REFRIGERATION TECHNICIAN

Approved: 2018

DEFINITION

The HVAC/R Technician reports to the Operations & Maintenance Supervisor - Mechanical or designated representative. The HVAC/R Technician performs highly skilled work including, but not limited to, predictive and preventive maintenance, maintaining, repairing, installing, inspecting, troubleshooting, lubricating, minor engineering, adjusting and balancing critical HVAC/R equipment throughout the District while sustaining a safe environment. This includes modifying District equipment 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 HVAC/R work orders, thereby assisting WLSSD in fulfilling its Mission Statement.

JOB FUNCTIONS

- Maintains, inspects and repairs Heating, Ventilation, Air Conditioning & Refrigeration (HVAC/R) systems and/or components (pumps, motors, air handlers, fans, coils, piping, controllers, etc.)
- Diagnoses problems and/or failures in HVAC/R systems to ensure a safe, comfortable and energy efficient work environment within the District facilities
- Troubleshoots, installs, repairs, operates and calibrates HVAC/R control equipment, including pneumatic/electrical and direct digital control
- Coordinates with assigned supervisor, trades and operations for the purpose of completing projects and work orders safely and efficiently
- Monitors and controls HVAC/R equipment using multiple building automation systems to configure, analyze, troubleshoot and enhance programs to balance energy management comfort controls
- Prioritizes work orders for the purpose of addressing health and safety problems
- Plans work assignments to ensure they are executed safely and efficiently
- Analyzes and determines root cause failures on equipment to improve reliability
- 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 assignments
- Makes recommendations on equipment and spare parts, as well as materials and hardware, after job completion to reduce future equipment downtime and improve reliability
- Analyzes new and existing blue prints, schematics or drawings
- Assists in planning, developing and executing HVAC/R and capital projects
- Utilizes an Enterprise Asset Management system (EAM) for District equipment
- Maintains records for the purpose of documenting required information
- 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 technical trade school with an emphasis in HVAC/R and two years of experience in maintaining and operating HVAC/R equipment similar to those found in District facilities; or such combination of education and experience as may be equivalent.
- Possess a Universal EPA Refrigeration Certificate or ability to obtain within designated period
- Registered Unlicensed Maintenance Electrician license preferred
- Special Boiler license preferred
- Possess a valid driver's license

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of HVAC/R principles (heating, cooling, dehumidifying, humidifying, refrigeration, hydronics, air movement, etc.)
- Knowledge of standard mechanical maintenance practices, methods, materials and tools
- Knowledge of safe and proper methods of heating, ventilation, air conditioning & refrigeration systems for installation and maintenance
- Ability to use and operate precision tools such as but not limited to these: multimeter, micron gauge, manifold gauge set, pneumatic calibration kit, anemometer, refractometer, manometer and ultrasonic air leak detector.
- Ability to calculate comfort zones with air flows, relative humidity, wet/dry bulbs and dew point using psychrometrics
- Ability to inspect HVAC/R systems for adherence to regulations, requirements, ordinances and procedures
- Knowledge and ability to respond to emergency conditions and develop appropriate courses of action
- Ability to independently anticipate and safely complete assigned responsibilities in a timely and professional manner
- Ability to read and interpret HVAC/R plans, specifications, blue prints, diagrams, schematics, technical codes and ordinances
- Skill and ability to organize, prioritize and plan work effectively
- Knowledge and ability to use computerized programs for monitoring and controlling HVAC/R systems, historical data tracking maintenance management systems, spreadsheets and word processing software
- Ability to use, implement and maintain an Enterprise Asset Management (EAM) System as defined by the District
- Knowledge and ability to implement safe work practices and procedures including: 70E requirements, Confined Space Entry, Lock out/Tag out and Energy Control Procedures
- Ability to understand and follow written and oral instructions
- Ability 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 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:	HVAC/R Technician
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 HVAC/R Technician is responsible for performing a variety of mechanical maintenance functions relating to commercial, industrial and residential heating, air conditioning, ventilation, refrigeration systems and pipefitting. This position performs highly skilled HVAC/R work including, but not limited to, operating HVAC-related equipment, predictive and preventive maintenance, maintaining, repairing, installing, inspecting, troubleshooting, lubricating, minor engineering, adjusting and balancing critical HVAC/R equipment throughout District facilities while maintaining a safe environment.

JOB FUNCTIONS

- Maintains, inspects and repairs specialized or complex Heating, Ventilation, Air Conditioning & Refrigeration (HVAC/R) systems and/or components
- Diagnoses problems and/or failures in HVAC/R systems to ensure a safe, comfortable and energy efficient work environment within the District facilities
- Troubleshoots, installs, repairs, operates and calibrates HVAC/R control equipment, including pneumatic/electrical and direct digital control
- Coordinates with assigned supervisor, trades, contractors and operations for the purpose of completing projects and work orders safely and efficiently
- Monitors and controls HVAC/R equipment using multiple building automation systems and process automation software to configure, analyze, troubleshoot and enhance programs to balance energy management comfort controls
- Independently plans and prioritizes work for the purpose of addressing health and safety problems and ensures that HVAC assistance is provided to other personnel and contractors
- Identifies the means and methods to improve both facility performance and economy
- Analyzes and determines root cause failures on equipment to improve reliability

Revision	10/01/2025
Department	Maintenance & Facilities

- 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 assignments
- Makes recommendations on equipment and spare parts, as well as materials and hardware, after job completion to reduce future equipment downtime and improve reliability
- Analyzes new and existing blueprints, schematics or drawings
- Assists in planning, developing and executing HVAC/R capital projects
- Oversees contracted services and repair work on District HVAC/R Facilities
- Assists in the long-range maintenance planning, implements short- and long-range planning decisions
- Develops and updates standard operating procedures to meet changing conditions at WLSSD
- Provides operational oversight and control during emergencies, such as power outages, boiler outages and extreme weather
- Utilizes an Enterprise Asset Management system (EAM) for District equipment to assist in performing maintenance activities
- 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
- 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 a technical degree in HVAC/R or related field and two years' experience in maintaining and operating HVAC/R equipment in an industrial facility
- An equivalent combination of education and experience may also be considered

Licenses and Certifications

- Possess a Universal EPA Refrigeration Certificate or obtain within 9 months
- Special Boiler License preferred
- Possess a valid driver's license

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of HVAC/R principles in an industrial environment (heating, cooling, dehumidifying, humidifying, refrigeration, hydronics, air movement, etc.)

Revision	10/01/2025
Department	Maintenance & Facilities

- Knowledge of standard mechanical maintenance practices, methods, materials and tools
- Knowledge of safe and proper methods of heating, ventilation, air conditioning & refrigeration systems for installation and maintenance
- Knowledge and ability to use computerized programs for monitoring and controlling HVAC/R systems, historical data tracking maintenance management systems
- Skilled in computer operations, specifically Microsoft Office applications
- 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 70E requirements, confined space entry, lockout/tagout, hot work and energy control procedures
- Ability to use and operate precision tools including, but not limited to, multimeter, micron gauge, manifold gauge set, pneumatic calibration kit, anemometer, refractometer, manometer and ultrasonic air leak detector
- Ability to calculate comfort zones with air flows, relative humidity, wet/dry bulbs and dew point using psychrometrics
- Ability to inspect HVAC/R systems for adherence to regulations, requirements, ordinances and procedures
- Ability to read and interpret HVAC/R plans, specifications, blueprints, diagrams, schematics, technical codes and ordinances
- Ability to Independently organize, prioritize and plan work effectively
- Ability to use, implement and maintain an EAM System as defined by the District
- Ability to source needed parts for HVAC equipment and assist in the development of recommended inventory levels
- Ability to work both independently and as part of a team
- 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

Revision	10/01/2025
Department	Maintenance & Facilities

- 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	10/01/2025
Department	Maintenance & Facilities



Minutes
Committee of the Whole
Monday, September 29, 2025
5:00 PM

Board Members Present: Rob Schilling, Loren Lilly, Ben Mathews, Jack Ezell, Laura Ness, Marchia Podratz, Jim Aird, Nate Johnson

Board Members Absent: Carrie Schneider

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

Legal Present: Matt Hanka, Fryberger Law Office

Chair Schilling called the meeting to order at 4:30 PM.

1. New Business

1.

- 1.1 Review of 2026 Wastewater Budget
Cathy Remington reviewed the 2026 Wastewater Budget, reviewing the assumptions, flow and loads, and allocated expenses.
Brandon Kohlts reviewed the Wastewater Capital Improvement Plan for 2026.

Approval of the 2026 Wastewater Budget to the Board for final approval.

Moved by: Jack Ezell

Seconded by: Marcia Podratz

Motion passed.

2.

- 1.2 Review of 2026 Solid Waste Budget

Cathy reviewed the 2026 Solid Waste Budget summary, and Brandon reviewed the Solid Waste Capitol Budget.

Approval of forward the 2026 Solid Waste Budget to the Board for final approval

Moved by: Laura Ness

Seconded by: Ben Mathews

Motion passed.

3.
 - 1.3 Review of Resolution 25-19; Establishing a System of Charges for Solid Waste Management Services Recovered as a Charge Against Real Estate
 4.
 - 1.4 Review of Resolution 25-20; Certifying Service Charges to the St. Louis County Auditor
 5.
 - 1.5 Review of Resolution 25-21; Certifying Service Charges to the Carlton County Auditor
 6.
 - 1.6 Review of Resolution 25-22; Establishing Solid Waste Management Fee to be Collected by Solid Waste Collectors
- 2.
- 2. Other**

WESTERN LAKE SUPERIOR SANITARY DISTRICT

FINANCIAL STATEMENT

September 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 September 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	26,664	16,243	(10,421)	61%	361,631	239,136	(122,495)	66%
	Wastewater Municipality Revenue	13,393,426	1,116,120	1,116,120	0	100%	10,045,080	10,045,080	0	100%
	Hauled Waste	458,000	44,916	71,189	26,273	158%	301,569	427,199	125,630	142%
	Wastewater Industrial Revenue	16,875,635	1,393,148	1,274,746	(118,402)	92%	12,633,412	12,638,049	4,637	100%
	District Wide Allocation	378,000	0	0	0	0%	189,000	189,001	1	100%
	Miscellaneous	32,250	3,201	11,711	8,510	366%	22,121	26,680	4,559	121%
	SW Operating Grants	0	0	28,485	28,485	0%	0	28,485	28,485	0%
33700	Investment Earnings	409,000	41,738	38,947	(2,791)	93%	327,716	373,638	45,922	114%
	Revenue	32,046,311	2,625,787	2,557,440	(68,347)	97%	23,880,529	23,967,266	86,737	100%
	Salaries, Wages and Compensation	7,575,846	622,927	616,389	6,538	99%	5,640,370	5,531,151	109,218	98%
	Overtime	434,062	36,387	35,449	938	97%	325,887	365,520	(39,633)	112%
	Benefits	3,475,433	269,638	253,957	15,681	94%	2,660,686	2,509,299	151,388	94%
	Payroll and Benefits	11,485,341	928,952	905,795	23,156	98%	8,626,943	8,405,971	220,973	97%
	Electricity	2,481,949	207,946	171,777	36,169	83%	1,855,875	1,727,769	128,106	93%
	Other Utilities and Fuels	604,232	51,839	63,267	(11,428)	122%	456,961	489,329	(32,368)	107%
	Fuel Oil	3,420	285	0	285	0%	2,565	0	2,565	0%
	Natural Gas	322,478	13,435	12,776	659	95%	232,222	263,762	(31,540)	114%
	Utilities and Fuel	3,412,079	273,505	247,820	25,685	91%	2,547,623	2,480,860	66,763	97%
	Repair and Maintenance	857,434	75,478	58,748	16,730	78%	678,580	626,974	51,607	92%
	Insurance	170,940	14,245	17,003	(2,758)	119%	128,205	149,920	(21,715)	117%
	Solid Waste & Grit Disposals	16,935	1,694	1,183	511	70%	13,887	11,530	2,357	83%
	Contract Services	1,660,433	279,668	91,871	187,798	33%	1,323,295	952,823	370,472	72%
	Supplies	431,321	32,875	56,262	(23,387)	171%	322,950	379,818	(56,868)	118%
	Chemicals	2,598,601	250,811	206,810	44,001	82%	2,082,525	1,783,576	298,949	86%
	Other Expense	925,778	62,697	47,751	14,946	76%	744,680	641,309	103,371	86%
	Other Direct Expenses	6,661,442	717,468	479,628	237,840	67%	5,294,123	4,545,950	748,173	86%
	Non-Payroll Expenses	10,073,520	990,973	727,448	263,526	73%	7,841,746	7,026,810	814,936	90%
	O & M Expenses	21,558,862	1,919,925	1,633,243	286,682	85%	16,468,689	15,432,780	1,035,909	94%
	Capital Projects	4,000,000	333,333	333,333	0	100%	2,999,997	2,999,997	0	100%
	Investment Earnings Construction	(300,000)	(30,745)	(9,567)	(21,178)	31%	(243,251)	(265,108)	21,857	109%
	Investment Earnings - Debt Service	(750,000)	(68,409)	(82,223)	13,814	120%	(617,652)	(881,967)	264,315	143%
	Debt Service	9,488,246	790,687	790,687	0	100%	7,116,183	7,116,183	0	100%
	Total Expenses	33,997,108	2,944,791	2,665,472	279,318	91%	25,723,966	24,401,886	1,322,080	95%
	Net Surplus	(1,950,797)	(319,004)	(108,032)	(210,972)	34%	(1,843,437)	(434,620)	(1,408,817)	24%

2025 FLOW (MGD)

	BUDGET	AVG THROUGH	
	2025	9/30/2025	VARIANCE
DULUTH	13.000	10.802	(2.198)
CLOQUET	1.000	1.023	0.023
HERMANTOWN	0.650	0.692	0.042
PROCTOR	0.400	0.340	(0.060)
ESKO	0.2062	0.169	(0.038)
(Includes Helb/Lars)			
SCANLON	0.169	0.350	0.181
CARLTON	0.160	0.138	(0.022)
THOMSON	0.009	0.008	(0.001)
(City only)			
TWIN LAKES	0.040	0.037	(0.003)
RICE LAKE	0.060	0.052	(0.008)
OLIVER	0.020	0.018	(0.002)
PIKE LAKE	0.100	0.085	(0.015)
KNIFE RIVER	0.024	0.022	(0.002)
MPCA LANDFILL	0.003	0.001	(0.002)
WRENSHALL	0.030	0.031	0.001
JAY COOKE	0.002	0.0023	0.000
BUFFALO/MIDWAY	0.0050	0.006	0.0009
DULUTH/NORTH SHO	0.057	0.052	(0.005)
MUNICIPAL SUBTOT	15.935	13.828	(2.107)
SAPPI	17.019	16.654	(0.365)
USG	0.550	0.434	(0.116)
SOFIDEL AMERICA	1.500	1.465	(0.035)
SPECIALTY MINERALS	0.195	0.212	0.017
INDUSTRIAL SUBTOT	19.264	18.765	(0.499)
TOTAL FLOW	35.199	32.593	(2.606)

2025 BOD (LBS/DAY)

	BUDGET	AVG THROUGH	
	2025	9/30/2025	VARIANCE
DULUTH	13,200	12,104	(1,096)
CLOQUET	1,493	1,528	35
HERMANTOWN	1,150	1,045	(105)
PROCTOR	475	386	(89)
ESKO	269	269	0
(Includes Helb/Lars)			
SCANLON	282	583	301
CARLTON	171	171	0
THOMSON	15	13	(2)
(City only)			
TWIN LAKES	153	145	(8)
RICE LAKE	100	87	(13)
OLIVER	33	30	(3)
PIKE LAKE	167	142	(25)
KNIFE RIVER	40	36	(4)
MPCA LANDFILL	5	2	(3)
WRENSHALL	50	51	1
JAY COOKE	3	4	1
BUFFALO/MIDWAY	13	14	1
DULUTH/NORTH SHO	95	86	(9)
MUNICIPAL SUBTOT	17,715	16,696	(1,019)
SAPPI	40,000	33,095	(6,905)
USG	2,000	1,448	(552)
SOFIDEL AMERICA	325	336	11
SPECIALTY MINERALS	5	6	1
INDUSTRIAL SUBTOT	42,330	34,885	(7,445)
TOTAL BOD	60,045	51,581	(8,464)

2025 SUSPENDED SOLIDS (LBS/DAY)

	BUDGET	AVG THROUGH	
	2025	9/30/2025	VARIANCE
DULUTH	17,000	18,255	1,255
CLOQUET	2,000	2,244	244
HERMANTOWN	1,100	1,157	57
PROCTOR	550	569	19
ESKO	322	322	0
(Includes Helb/Lars)			
SCANLON	282	583	301
CARLTON	206	206	0
THOMSON	13	13	0
(City only)			
TWIN LAKES	133	130	(3)
RICE LAKE	100	87	(13)
OLIVER	33	30	(3)
PIKE LAKE	167	142	(25)
KNIFE RIVER	37	36	(1)
MPCA LANDFILL	5	2	(3)
WRENSHALL	50	51	1
JAY COOKE	3	4	1
BUFFALO/MIDWAY	8	10	2
DULUTH/NORTH SHOI	95	86	(9)
MUNICIPAL SUBTOT	22,104	23,927	1,823
SAPPI	20,035	27,705	7,670
USG	3,000	1,976	(1,024)
SOFIDEL AMERICA	300	355	55
SPECIALTY MINERALS	500	678	178
INDUSTRIAL SUBTOT	23,835	30,714	6,879
TOTAL DISTRICT	45,939	54,641	8,702

**Western Lake Superior Sanitary District
Solid Waste
Schedule of Revenue & Expense (Allocation)
For Period Ending September 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	19	19	0%	0	1,244	1,244	0%
	Solid Waste Tipping Fees	6,882,100	634,912	648,472	13,560	102%	5,155,825	5,169,405	13,580	100%
	Solid Waste MRC Demo	762,900	81,343	71,960	(9,383)	88%	573,109	553,808	(19,301)	97%
	Solid Waste Service Fees	3,174,000	283,203	175,682	(107,521)	62%	2,371,302	2,423,754	52,452	102%
	HHW Revenue	426,000	128,404	122,940	(5,464)	96%	296,277	318,441	22,164	107%
	Recycling Revenue	1,100	155	8,175	8,020	5274%	813	45,813	45,000	5635%
	Yard Waste Revenue	162,550	10,115	7,833	(2,282)	77%	153,219	152,881	(338)	100%
	Property Taxes	1,327,664	110,639	110,639	0	100%	995,751	999,374	3,623	100%
	SW Operating Grants	466,000	0	0	0	0%	266,000	213,686	(52,314)	80%
33700	Investment Earnings	50,000	4,167	6,873	2,706	165%	37,503	65,936	28,433	176%
	Revenue	13,252,314	1,252,938	1,152,592	(100,346)	92%	9,849,799	9,944,341	94,542	101%
	Salaries, Wages and Compensation	2,556,973	210,216	210,297	(81)	100%	1,905,012	1,895,370	9,643	99%
	Overtime	65,738	5,628	7,791	(2,162)	138%	52,273	56,483	(4,210)	108%
	Benefits	1,195,925	91,878	87,347	4,531	95%	918,453	853,878	64,575	93%
	Payroll and Benefits	3,818,636	307,722	305,435	2,287	99%	2,875,738	2,805,730	70,008	98%
	Electricity	59,231	4,190	3,110	1,080	74%	43,570	30,178	13,392	69%
	Other Utilities and Fuels	59,918	5,092	5,222	(130)	103%	45,535	44,652	884	98%
	Natural Gas	11,500	300	78	222	26%	8,100	4,701	3,399	58%
	Utilities and Fuel	130,649	9,582	8,410	1,172	88%	97,205	79,531	17,675	82%
	Repair and Maintenance	48,566	3,523	3,217	306	91%	37,425	39,306	(1,881)	105%
	Insurance	93,960	7,830	9,346	(1,516)	119%	70,470	82,406	(11,936)	117%
	Solid Waste & Grit Disposals	7,125,731	673,876	689,262	(15,386)	102%	5,307,154	5,320,189	(13,035)	100%
	Contract Services	1,260,751	122,851	108,475	14,376	88%	932,338	830,702	101,636	89%
	Supplies	120,399	12,092	10,124	1,967	84%	90,955	112,181	(21,226)	123%
	Other Expense	816,339	49,689	43,699	5,990	88%	667,875	514,336	153,539	77%
	Other Direct Expenses	9,465,746	869,861	864,124	5,737	99%	7,106,216	6,899,120	207,096	97%
	Non-Payroll Expenses	9,596,396	879,443	872,533	6,910	99%	7,203,421	6,978,650	224,771	97%
	O & M Expenses	13,415,031	1,187,165	1,177,969	9,197	99%	10,079,159	9,784,381	294,779	97%
	Capital Projects	127,500	10,625	10,625	0	100%	95,625	95,625	0	100%
	Investment Earnings Construction	(27,500)	(2,292)	(6,042)	3,750	264%	(20,628)	(55,663)	35,035	270%
	Transfer Stat Capital	93,586	8,725	8,607	118	99%	69,947	68,329	1,618	98%
	Total Expenses	13,608,617	1,204,223	1,191,159	13,064	99%	10,224,103	9,892,672	331,431	97%
	Net Surplus	(356,303)	48,715	(38,567)	87,282	-79%	(374,304)	51,670	(425,974)	-14%

**Western Lake Superior Sanitary District
Total District
Schedule of Revenue & Expense (Allocation)
For Period Ending September 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	26,664	16,243	(10,421)	61%	361,631	239,136	(122,495)	66%
	Wastewater Municipality Revenue	13,393,426	1,116,120	1,116,120	0	100%	10,045,080	10,045,080	0	100%
	Hauled Waste	458,000	44,916	71,189	26,273	158%	301,569	427,199	125,630	142%
	Wastewater Industrial Revenue	16,875,635	1,393,148	1,274,746	(118,402)	92%	12,633,412	12,638,049	4,637	100%
	District Wide Allocation	378,000	0	0	0	0%	189,000	189,001	1	100%
	Miscellaneous	32,250	3,201	11,730	8,529	366%	22,121	30,099	7,978	136%
	Solid Waste Tipping Fees	6,882,100	634,912	648,472	13,560	102%	5,155,825	5,169,405	13,580	100%
	Solid Waste MRC Demo	762,900	81,343	71,960	(9,383)	88%	573,109	553,808	(19,301)	97%
	Solid Waste Service Fees	3,174,000	283,203	175,682	(107,521)	62%	2,371,302	2,423,754	52,452	102%
	HHW Revenue	426,000	128,404	122,940	(5,464)	96%	296,277	318,441	22,164	107%
	Recycling Revenue	1,100	155	8,175	8,020	5274%	813	45,813	45,000	5635%
	Yard Waste Revenue	162,550	10,115	7,833	(2,282)	77%	153,219	152,881	(338)	100%
	Property Taxes	1,327,664	110,639	110,639	0	100%	995,751	999,374	3,623	100%
	SW Operating Grants	466,000	0	28,485	28,485	0%	266,000	242,171	(23,829)	91%
33700	Investment Earnings	459,000	45,905	45,820	(85)	100%	365,219	439,574	74,355	120%
	Revenue	45,298,625	3,878,725	3,710,033	(168,692)	96%	33,730,328	33,913,784	183,456	101%
	Salaries, Wages and Compensation	10,132,819	833,143	826,686	6,457	99%	7,545,382	7,426,652	118,730	98%
	Overtime	499,800	42,015	43,240	(1,225)	103%	378,160	421,872	(43,712)	112%
	Benefits	4,671,358	361,516	341,304	20,212	94%	3,579,139	3,363,177	215,962	94%
	Payroll and Benefits	15,303,977	1,236,674	1,211,230	25,444	98%	11,502,681	11,211,701	290,980	97%
	Electricity	2,541,180	212,136	174,887	37,249	82%	1,899,445	1,757,947	141,498	93%
	Other Utilities and Fuels	664,150	56,931	68,489	(11,558)	120%	502,496	533,981	(31,485)	106%
	Fuel Oil	3,420	285	0	285	0%	2,565	0	2,565	0%
	Natural Gas	333,978	13,735	12,854	881	94%	240,322	268,463	(28,141)	112%
	Utilities and Fuel	3,542,728	283,087	256,230	26,857	91%	2,644,828	2,560,390	84,438	97%
	Repair and Maintenance	906,000	79,001	61,965	17,036	78%	716,005	666,280	49,725	93%
	Insurance	264,900	22,075	26,350	(4,275)	119%	198,675	232,326	(33,651)	117%
	Solid Waste & Grit Disposals	7,142,666	675,570	690,445	(14,875)	102%	5,321,041	5,331,719	(10,678)	100%
	Contract Services	2,921,184	402,519	200,345	202,174	50%	2,255,633	1,783,525	472,108	79%
	Supplies	551,720	44,967	66,386	(21,419)	148%	413,905	491,999	(78,094)	119%
	Chemicals	2,598,601	250,811	206,810	44,001	82%	2,082,525	1,783,576	298,949	86%
	Other Expense	1,742,117	112,386	91,450	20,936	81%	1,412,555	1,155,645	256,910	82%
	Other Direct Expenses	16,127,188	1,587,329	1,343,751	243,578	85%	12,400,339	11,445,069	955,270	92%
	Non-Payroll Expenses	19,669,916	1,870,416	1,599,981	270,435	86%	15,045,167	14,005,460	1,039,707	93%
	O & M Expenses	34,973,893	3,107,090	2,811,211	295,879	90%	26,547,848	25,217,161	1,330,687	95%
	Capital Projects	4,127,500	343,958	343,958	0	100%	3,095,622	3,095,622	0	100%
	Investment Earnings Construction	(327,500)	(33,037)	(15,609)	(17,428)	47%	(263,879)	(320,771)	56,892	122%
	Investment Earnings - Debt Service	(750,000)	(68,409)	(82,223)	13,814	120%	(617,652)	(881,967)	264,315	143%
	Transfer Stat Capital	93,586	8,725	8,607	118	99%	69,947	68,329	1,618	98%
	Debt Service	9,488,246	790,687	790,687	0	100%	7,116,183	7,116,183	0	100%
	Total Expenses	47,605,725	4,149,014	3,856,631	292,383	93%	35,948,069	34,294,558	1,653,511	95%
	Net Surplus	(2,307,100)	(270,289)	(146,599)	(123,690)	54%	(2,217,741)	(380,774)	(1,836,967)	17%

**Western Lake Superior Sanitary District
Total District
Revenue Statement
For Period Ending September 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%	7,873,380	7,873,380	0	100%
33020	WWT Charge-Cloquet	1,039,683	86,640	86,640	0	100%	779,760	779,760	0	100%
33040	WWT Charge-Proctor	355,130	29,594	29,594	0	100%	266,346	266,346	0	100%
33060	WWT Charge-Hermantown	647,817	53,985	53,985	0	100%	485,865	485,865	0	100%
33080	WWT Charge-Scanlon	154,253	12,854	12,854	0	100%	115,686	115,686	0	100%
33100	WWT Charge-Thomson Twn	183,824	15,319	15,319	0	100%	137,871	137,871	0	100%
33120	WWT Charge-Carlton	136,927	11,411	11,411	0	100%	102,699	102,699	0	100%
33140	WWT Charge-Wrenshall	28,854	2,405	2,405	0	100%	21,645	21,645	0	100%
33150	WWT Charge-Twin Lakes	71,895	5,991	5,991	0	100%	53,919	53,919	0	100%
33160	WWT Charge-Thomson City	9,957	830	830	0	100%	7,470	7,470	0	100%
33170	WWT Charge-Oliver	18,908	1,576	1,576	0	100%	14,184	14,184	0	100%
33180	WWT Charge-Jay Cooke	2,634	220	220	0	100%	1,980	1,980	0	100%
33190	WWT Charge-Pike Lake	90,802	7,567	7,567	0	100%	68,103	68,103	0	100%
33210	WWT Charge-North Shore	56,933	4,744	4,744	0	100%	42,696	42,696	0	100%
33213	WWT Charge-MPCA Landfill	9,255	771	771	0	100%	6,939	6,939	0	100%
33214	WWT Charge-Midway	5,985	499	499	0	100%	4,491	4,491	0	100%
33215	WWT Charge-Knife River	22,892	1,908	1,908	0	100%	17,172	17,172	0	100%
33220	WWT Charge-Rice Lake	59,832	4,986	4,986	0	100%	44,874	44,874	0	100%
Wastewater Municipality Revenue		13,393,426	1,116,120	1,116,120	0	100%	10,045,080	10,045,080	0	100%
33450	WWT Charge-Sofidel America	1,560,373	129,503	134,459	4,956	104%	1,169,326	1,167,861	(1,465)	100%
33360	WWT Charge-Sappi	14,201,276	1,171,693	1,056,255	(115,438)	90%	10,630,139	10,764,796	134,657	101%
33380	WWT Charge-USG	935,335	77,189	70,587	(6,602)	91%	700,181	552,887	(147,294)	79%
33420	WWT Charge-Spec Minerals	178,651	14,763	13,445	(1,318)	91%	133,766	152,506	18,740	114%
33440	WWT Charge-ST Paper 1	0	0	0	0	0%	0	0	0	0%
Wastewater Industry Revenue		16,875,635	1,393,148	1,274,746	(118,402)	92%	12,633,412	12,638,049	4,637	100%
33510	WWT Charge-Permits	750	20	0	(20)	0%	748	250	(498)	33%
33520	WWT Charge-Hauled Waste	458,000	44,916	71,189	26,273	158%	301,569	427,199	125,630	142%
33530	Capacity Availability Fee	500,000	26,664	16,243	(10,421)	61%	361,631	239,136	(122,495)	66%
33540	Biosolids Revenue	30,000	3,181	1,266	(1,915)	40%	21,373	15,688	(5,685)	73%
Wastewater Misc Revenue		988,750	74,781	88,698	13,917	119%	685,321	682,272	(3,049)	100%
33600	Tippling Fee-District	4,463,261	416,130	434,175	18,045	104%	3,335,939	3,466,512	130,573	104%
33605	SW Unacceptable Revenue	0	0	3,170	3,170	0%	0	19,330	19,330	0%
33610	Tippling Fee-Self Haul	675	63	0	(63)	0%	505	62	(443)	12%
33615	SW Unacceptable Ticket Fine Re	0	0	10,600	10,600	0%	0	57,800	57,800	0%
33660	Tippling Fee-Carlton	863,089	77,033	75,953	(1,080)	99%	644,380	650,358	5,978	101%
33665	Tippling Fee-Superior	370,221	24,769	47,323	22,554	191%	269,818	355,587	85,769	132%
33675	Tippling Fee-Cook Cty	452,102	50,859	21,086	(29,773)	41%	356,623	177,024	(179,599)	50%
33680	Tippling Fee-Lake Cty	483,096	43,226	33,392	(9,834)	77%	361,398	260,222	(101,176)	72%
33685	SW Permits/Licenses	1,000	83	50	(33)	60%	747	700	(47)	94%
33720	Admin Fee-District	82,657	7,706	7,557	(149)	98%	61,779	61,248	(531)	99%
33721	Admin Fee-Carlton Cty	27,902	2,490	2,261	(229)	91%	20,832	19,633	(1,199)	94%
33722	Admin Fee-Superior	12,339	826	1,535	709	186%	8,995	11,439	2,444	127%
33723	Admin Fee-Cook Cty	15,068	1,695	1,100	(595)	65%	11,886	9,044	(2,842)	76%
33724	Admin Fee-Lake Cty	16,102	1,441	1,433	(8)	99%	12,046	11,222	(824)	93%
33725	Capital Fee-District	16,458	1,534	1,558	24	102%	12,300	11,875	(425)	97%
33726	Capital Fee-Carlton Cty	19,117	1,692	1,626	(66)	96%	13,929	14,182	253	102%
33727	Capital Fee-Superior	16,453	1,101	2,046	945	186%	11,991	15,252	3,261	127%
33728	Capital Fee-Cook Cty	20,091	2,260	1,467	(793)	65%	15,848	12,058	(3,790)	76%
33729	Capital Fee-Lake Cty	21,469	1,921	1,910	(11)	99%	16,062	14,962	(1,100)	93%
33730	SW Ordinance Late Charge	1,000	83	231	148	278%	747	895	148	120%
Solid Waste Tippling Fees		6,882,100	634,912	648,472	13,560	102%	5,155,825	5,169,405	13,580	100%
33630	MRC-Demo, Mixed Waste	762,900	81,343	71,960	(9,383)	88%	573,109	553,808	(19,301)	97%
Solid Waste MRC Demo		762,900	81,343	71,960	(9,383)	88%	573,109	553,808	(19,301)	97%
33690	Serv Fee-District	3,084,000	263,203	155,682	(107,521)	59%	2,301,302	2,335,447	34,145	101%
33695	Serv Fee-Carlton Out	10,000	0	0	0	0%	10,000	8,714	(1,286)	87%
33698	Serv Fee-Other	80,000	20,000	20,000	0	100%	60,000	79,593	19,593	133%
Solid Waste Service Fees		3,174,000	283,203	175,682	(107,521)	62%	2,371,302	2,423,754	52,452	102%
33801	Property Tax-St Louis Cty	1,099,579	91,632	91,632	0	100%	824,688	827,928	3,240	100%
33802	Property Tax-Carlton Cty	228,085	19,007	19,007	0	100%	171,063	171,446	383	100%
Property Taxes		1,327,664	110,639	110,639	0	100%	995,751	999,374	3,623	100%
33700	Investment Earnings	459,000	45,905	45,820	(85)	100%	365,219	439,574	74,355	120%
33701	Investment Earn-Const	327,500	33,037	15,609	(17,428)	47%	263,879	320,771	56,892	122%
33702	Investment Earn-Ds	750,000	68,409	82,223	13,814	120%	617,652	881,967	264,315	143%
Investment Earnings		1,536,500	147,351	143,652	(3,699)	97%	1,246,750	1,642,311	395,561	132%
33800	District-Wide	378,000	0	0	0	0%	189,000	189,001	1	100%
33831	P-Card Rebate	0	0	14,259	14,259	0%	0	47,928	47,928	0%
33850	Capital Contributions	750	0	0	0	0%	606	0	(606)	0%
33860	Gain On Sale Of Asset	0	0	0	0	0%	0	15,950	15,950	0%
33910	Grants-Miscellaneous	0	0	28,485	28,485	0%	0	28,485	28,485	0%
33950	Miscellaneous	1,500	0	0	0	0%	0	3,344	3,344	0%
Other Income		380,250	0	42,744	42,744	0%	189,606	284,707	95,101	150%
33641	HHW Rev-Batteries	6,000	7	333	326	4757%	2,921	2,096	(826)	72%

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

Acct	Description	Annual Budget 2025	Month Budget	Month Actual	Variance	Act/Bud	YTD Budget 2025	YTD Actual	Variance	Act/Bud
33642	HHW Fees-Vsqq	24,000	2,755	1,546	(1,209)	56%	19,421	15,191	(4,230)	78%
33643	HHW Fees-Paint Care	198,000	49,500	71,827	22,327	145%	148,500	159,203	10,703	107%
33648	HHW Rev-Dept Of Ag	15,000	0	0	0	0%	7,564	3,669	(3,895)	49%
33650	HHW Contract-Regional	100,000	35,380	37,274	1,894	105%	62,400	112,287	49,887	180%
33655	HHW Service Fees	83,000	40,762	11,961	(28,801)	29%	55,471	25,996	(29,475)	47%
33900	HHW-State Grant	66,000	0	0	0	0%	66,000	64,393	(1,607)	98%
	HHW Revenue	492,000	128,404	122,940	(5,464)	96%	362,277	382,834	20,557	106%
33640	Recycling Revenue	1,100	155	8,175	8,020	5274%	813	45,813	45,000	5635%
33890	State Grant-Score	400,000	0	0	0	0%	200,000	149,293	(50,707)	75%
	Recycling Revenue	401,100	155	8,175	8,020	5274%	200,813	195,106	(5,707)	97%
33637	Yard Waste Revenue	162,550	10,115	7,833	(2,282)	77%	153,219	152,881	(338)	100%
	Yard Waste Revenue	162,550	10,115	7,833	(2,282)	77%	153,219	152,881	(338)	100%
33944	Finance Charge Revenue	0	0	10,464	10,464	0%	0	10,818	10,818	0%
	Miscellaneous	0	0	10,464	10,464	0%	0	10,818	10,818	0%
	Total Revenue	46,376,875	3,980,171	3,822,124	(158,047)	96%	34,612,465	35,180,399	567,934	102%

**Western Lake Superior Sanitary District
Total District
Expense Statement
For Period Ending September 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	683,835	676,996	6,839	99%	6,272,415	6,048,981	223,434	96%
44020	Sunday Premium	67,485	5,623	5,438	185	97%	50,616	52,257	(1,641)	103%
44040	Shift	25,428	2,090	2,549	(459)	122%	19,018	22,460	(3,442)	118%
44050	Vacation	760,386	62,497	56,919	5,578	91%	568,727	670,095	(101,368)	118%
44060	Holiday	486,688	40,558	42,836	(2,278)	106%	283,900	303,466	(19,566)	107%
44070	Personal Leave	151,529	12,454	9,355	3,099	75%	113,333	80,153	33,180	71%
44080	Sick	317,369	26,086	32,593	(6,507)	125%	237,373	249,242	(11,869)	105%
	Salaries & Wages	10,132,819	833,143	826,686	6,457	99%	7,545,382	7,426,652	118,730	98%
44090	Overtime	499,800	42,015	43,240	(1,225)	103%	378,160	421,872	(43,712)	112%
	Total Salary	10,632,619	875,158	869,926	5,232	99%	7,923,542	7,848,524	75,018	99%
44200	Employers FICA	693,640	57,011	51,149	5,862	90%	518,803	461,392	57,411	89%
44210	Employers FICA/Medic	154,647	12,710	11,962	748	94%	115,667	107,906	7,761	93%
44220	Employers PERA	797,064	65,512	64,965	547	99%	596,162	580,763	15,399	97%
44240	Group Hospital/Med	2,649,828	197,237	187,821	9,416	95%	2,058,117	1,968,440	89,677	96%
44260	Group Dental	123,500	10,293	9,880	413	96%	92,621	89,673	2,948	97%
44280	Group Life	19,506	1,625	1,554	72	96%	14,631	13,872	759	95%
44300	Long-Term Disability	26,506	2,210	2,121	89	96%	19,876	18,749	1,127	94%
44340	Workers Compensation	165,000	13,750	10,597	3,153	77%	123,750	84,386	39,364	68%
44350	Unemployment Comp	9,000	0	0	0	0%	9,000	8,840	160	98%
44390	Other Benefits	32,667	1,168	1,256	(88)	108%	30,512	29,155	1,357	96%
	Total Benefits	4,671,358	361,516	341,304	20,212	94%	3,579,139	3,363,177	215,962	94%
	Total Payroll	15,303,977	1,236,674	1,211,230	25,444	98%	11,502,681	11,211,701	290,980	97%
44800	Fuel-Fuel Oil	3,420	285	0	285	0%	2,565	0	2,565	0%
44820	Fuel-Natural Gas	330,478	13,535	12,854	681	95%	238,022	267,333	(29,311)	112%
44830	Fuel-Propane	3,500	200	0	200	0%	2,300	1,130	1,170	49%
55000	Electricity	2,541,180	212,136	174,887	37,249	82%	1,899,445	1,757,947	141,498	93%
55200	Telephone	49,330	4,116	3,939	177	96%	36,984	35,503	1,481	96%
55210	Telemeter	170,917	14,172	29,272	(15,100)	207%	128,272	163,259	(34,987)	127%
55220	Gasoline	28,275	2,356	2,290	66	97%	21,207	21,220	(13)	100%
55230	Diesel	133,181	11,642	9,366	2,276	80%	99,319	83,593	15,726	84%
55240	Water	235,363	20,519	19,298	1,221	94%	182,010	204,311	(22,301)	112%
55241	Storm Water Fee	47,084	4,126	4,323	(197)	105%	34,704	26,095	8,609	75%
55520	Repairs-Maintenance	686,000	49,834	42,368	7,466	85%	528,502	545,789	(17,287)	103%
55525	Inventory Adjustments	0	0	2,459	(2,459)	0%	0	4,485	(4,485)	0%
55530	Inventory Cost Variance	0	0	22	(22)	0%	0	439	(439)	0%
55570	Repairs-Interceptors	50,000	4,167	17,116	(12,949)	411%	37,503	44,867	(7,364)	120%
55580	Clean-Interceptors	170,000	25,000	0	25,000	0%	150,000	70,699	79,301	47%
55701	Solid Waste Disposal	4,646,963	433,257	410,657	22,600	95%	3,473,240	3,314,768	158,472	95%
44520	Contract Cleaning	86,094	7,177	7,183	(6)	100%	64,561	63,032	1,529	98%
55702	Solid Waste Disposal-MRC	252,887	30,000	27,060	2,940	90%	184,887	199,087	(14,200)	108%
55703	Tr Sta Operation And Transport	1,990,881	185,619	200,672	(15,053)	108%	1,488,027	1,589,515	(101,488)	107%
55704	Solid Waste Hauling-MRC	225,000	25,000	50,874	(25,874)	203%	160,000	216,069	(56,069)	135%
55705	Annual Unacceptable Incentive	8,000	0	0	0	0%	0	0	0	0%
55706	Solid Waste Disposal-Community	2,000	0	0	0	0%	1,000	750	250	75%
55710	Grit Disposals	16,935	1,694	1,183	511	70%	13,887	11,530	2,357	83%
55790	Cont Serv-Disp Household Recyc	45,000	4,000	4,205	(205)	105%	34,500	33,385	1,115	97%
55791	Cont Serv-Disp Medical Sharps	4,000	400	302	98	76%	2,900	2,202	698	76%
55792	Cont Serv-Disp Pharmaceuticals	800	0	0	0	0%	400	0	400	0%
55793	Cont Serv-Disp Oil & Filters	0	0	(308)	308	0%	0	(833)	833	0%
55794	Cont Serv-Disp Organics Overs	1,600	0	300	(300)	0%	1,600	1,600	0	100%
55795	Cont Serv-Disp Organics Reject	400	0	0	0	0%	400	0	400	0%
55800	Cont Serv-Electrical	6,000	0	0	0	0%	6,000	24,990	(18,990)	417%
55805	Cont Serv-Biofilter	10,000	0	0	0	0%	10,000	0	10,000	0%
55806	Cont Serv-Bagging	23,000	0	0	0	0%	23,000	19,732	3,268	86%
55807	Cont Serv-Wood Grinding	31,000	0	0	0	0%	20,000	13,000	7,000	65%
55808	Cont Serv-Snow Plowing	16,500	0	0	0	0%	13,500	4,156	9,344	31%
55812	Cont Serv-Disp Mattresses	115,000	12,000	14,175	(2,175)	118%	87,000	88,065	(1,065)	101%
55813	Cont Serv-Disp Electron	47,000	4,500	2,033	2,467	45%	33,000	35,073	(2,073)	106%
55814	Cont Serv-Disp Fluoresce	22,000	2,000	2,890	(890)	144%	17,500	10,274	7,226	59%
55815	Cont Serv-Disp Tire	53,000	4,000	7,106	(3,106)	178%	40,000	41,612	(1,612)	104%
55816	Cont Serv-Disp Local	100,000	20,000	4,119	15,881	21%	65,000	48,766	16,234	75%
55817	Cont Serv-Disp County	90,000	9,000	12,673	(3,673)	141%	70,000	83,034	(13,034)	119%
55818	Cont Serv-Recy Sheds	92,000	7,558	8,530	(972)	113%	69,324	64,011	5,313	92%
55819	Cont Serv-Disp Paint Care	115,000	14,000	13,692	308	98%	73,000	79,009	(6,009)	108%
55820	Cont Serv-O/M Plant	130,000	12,000	17,271	(5,271)	144%	97,000	104,488	(7,488)	108%
55835	Cont Serv-Generators	355,000	42,083	8,055	34,028	19%	273,747	207,084	66,663	76%
55840	Cont Serv-O/M Mobile	170,000	15,000	12,611	2,389	84%	136,000	98,070	37,930	72%
55852	Cont Serv-Field Work	15,000	0	230	(230)	0%	15,000	4,961	10,039	33%
55860	Cont Serv-Other	553,350	190,550	16,945	173,605	9%	480,900	197,451	283,449	41%
55861	Cont Serv-Organics	21,500	1,000	2,900	(1,900)	290%	17,000	14,614	2,386	86%
55862	Cont Serv-HHW	500	0	0	0	0%	500	22	478	4%
55863	Cont Serv-Recycling	39,900	3,000	379	2,621	13%	31,900	4,111	27,789	13%
55868	Cont Serv-Hardware Maint	27,656	2,305	4,985	(2,680)	216%	20,741	28,490	(7,749)	137%
55870	Cont Serv-Dp Maint	687,984	49,738	59,210	(9,472)	119%	539,288	505,844	33,444	94%
55871	Cont Serv-Mobile Devices	14,500	1,208	860	348	71%	10,872	7,283	3,589	67%
55875	Cont Serv-Serv Fee	46,400	0	0	0	0%	0	0	0	0%
55895	Mnsharp Repair Expense	1,000	1,000	0	1,000	0%	1,000	0	1,000	0%
66000	Supplies-Building	34,454	2,617	1,194	1,423	46%	26,083	14,855	11,228	57%
66010	Supplies-Equipment	224,246	17,369	44,879	(27,510)	258%	165,424	191,778	(26,354)	116%
66040	Supplies-Lab	60,000	5,000	2,868	2,132	57%	45,000	38,059	6,941	85%
66050	Supplies-Lube	8,000	250	0	250	0%	6,750	8,254	(1,504)	122%

**Western Lake Superior Sanitary District
Total District
Expense Statement
For Period Ending September 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	5,750	7,572	(1,822)	132%	51,750	89,105	(37,355)	172%
66070	Supplies-Office	5,520	458	10	448	2%	4,146	3,220	926	78%
66090	Supplies-Other	46,900	2,903	4,268	(1,365)	147%	38,743	47,380	(8,637)	122%
66091	Supplies-Other-Organics	10,050	2,000	1,059	941	53%	6,500	8,652	(2,152)	133%
66092	Supplies-Other-HHW	2,300	0	430	(430)	0%	2,300	1,134	1,166	49%
66093	Supplies-Other-Recycling	11,850	2,000	265	1,735	13%	10,500	16,946	(6,446)	161%
66110	Supplies-Safety	19,650	1,900	592	1,308	31%	14,834	12,207	2,627	82%
66120	Supplies-Site	3,000	250	0	250	0%	2,250	767	1,483	34%
66125	Supplies-Software	4,450	870	0	870	0%	4,225	5,535	(1,310)	131%
66130	Supplies-Tools	27,300	1,600	937	663	59%	17,400	24,889	(7,489)	143%
55510	Invoice Tolerance	0	0	0	0	0%	0	(0)	0	0%
66150	Supplies-Shipping	25,000	2,000	2,311	(311)	116%	18,000	29,218	(11,218)	162%
66300	Chemicals-General	32,820	1,020	4,685	(3,665)	459%	23,740	30,613	(6,873)	129%
55512	Invoice Match Write-Off	0	0	0	0	0%	0	0	0	0%
66315	Chemicals-Liquid Oxygen	38,010	3,168	2,572	596	81%	28,512	27,542	970	97%
66320	Chemicals-Sodium Hypochlorite	942,890	116,550	98,464	18,086	84%	842,658	536,430	306,228	64%
66330	Chemicals-Polymer-Thickening	248,262	20,689	13,448	7,242	65%	186,201	98,693	87,508	53%
66335	Chemicals-Polymer-Dewatering	984,719	80,936	64,353	16,583	80%	736,518	806,877	(70,359)	110%
66360	Chemicals-Boiler	2,000	0	0	0	0%	2,000	5,386	(3,386)	269%
66370	Chemicals-Defoamant	41,480	3,457	0	3,457	0%	31,112	23,241	7,871	75%
66410	Chemicals-Sodium Bisulfite	4,366	0	0	0	0%	4,366	1,455	2,911	33%
66420	Chemicals-Ferric Chloride	304,054	24,991	23,288	1,703	93%	227,418	253,338	(25,920)	111%
66560	Insurance-Property	264,900	22,075	26,350	(4,275)	119%	198,675	232,326	(33,651)	117%
66700	Legal	150,000	12,500	10,816	1,684	87%	112,500	110,101	2,399	98%
66750	Audit	50,000	0	0	0	0%	50,000	42,261	7,740	85%
66900	Safety Program	98,325	8,194	1,025	7,169	13%	73,743	60,751	12,992	82%
66905	Training-Materials	500	42	0	42	0%	374	0	374	0%
66910	Training Expenses	118,110	12,358	4,236	8,122	34%	94,645	78,980	15,665	83%
66920	Training-Travel	500	42	0	42	0%	374	435	(61)	116%
66930	Personnel	28,112	2,343	1,058	1,285	45%	21,083	19,755	1,328	94%
66940	License Reimbursement	2,000	325	85	240	26%	1,625	497	1,128	31%
66950	Tuition Reimbursement	15,000	1,250	0	1,250	0%	11,250	19,652	(8,402)	175%
77000	Other Spec Serv	78,000	6,500	6,500	0	100%	58,500	53,877	4,623	92%
77010	Board Members Comp	20,000	1,667	1,712	(45)	103%	14,999	15,491	(492)	103%
77020	Public Information	18,950	2,000	450	1,550	23%	15,455	14,916	539	97%
77021	Public Information-Organics	13,000	2,000	420	1,580	21%	12,000	4,059	7,941	34%
77022	Public Information-HHW	3,700	0	0	0	0%	2,000	1,170	830	59%
77023	Public Information-Recycling	13,300	2,000	4,046	(2,046)	202%	11,000	8,850	2,150	80%
77200	Easements	22,660	1,888	1,925	(37)	102%	16,992	17,411	(419)	102%
77210	Rent-Equipment	64,700	4,855	2,269	2,586	47%	55,135	36,853	18,282	67%
77220	Motor Vehicle Licensing	1,000	83	0	83	0%	751	21	730	3%
77300	Meeting Expenses	7,500	625	465	160	74%	5,226	5,226	399	93%
77400	Travel	1,250	63	0	63	0%	1,061	257	804	24%
77640	Lease-Land-Duluth Airport Auth	12,600	1,050	1,025	25	98%	9,450	9,226	224	98%
77800	Laundry	54,986	4,543	3,882	661	85%	40,757	41,646	(889)	102%
77810	Engineering Service	228,624	11,636	9,981	1,655	86%	168,706	120,776	47,930	72%
77820	Lab Services	80,000	6,000	10,907	(4,907)	182%	61,000	54,208	6,792	89%
88000	Dues	52,300	3,817	2,883	934	76%	40,899	38,236	2,663	93%
88010	Publications	6,600	417	0	417	0%	5,149	1,109	4,040	22%
88020	Permits	60,000	0	1,210	(1,210)	0%	59,500	50,906	8,594	86%
88200	Postage	20,000	1,667	1,505	162	90%	14,999	19,598	(4,599)	131%
88210	Copying & Printing	45,600	2,217	1,730	487	78%	37,695	26,795	10,900	71%
88211	Copying & Printing-Organics	4,500	1,000	126	874	13%	4,000	1,898	2,102	47%
88212	Copying & Printing-HHW	1,150	0	0	0	0%	1,000	379	621	38%
88213	Copying & Printing-Recycling	2,000	0	58	(58)	0%	1,000	133	867	13%
88500	Bank Service Charges	350	29	0	29	0%	263	140	123	53%
88600	Grants To Gov Units	253,000	7,000	6,520	480	93%	218,000	145,792	72,208	67%
88620	Program Development	128,350	6,275	5,025	1,250	80%	122,025	131,493	(9,468)	108%
88621	Program Development-Organics	30,450	3,000	9,031	(6,031)	301%	24,000	16,633	7,367	69%
88622	Program Development-HHW	35,000	5,000	2,558	2,442	51%	30,000	3,058	26,942	10%
88623	Program Development-Recycling	20,000	0	0	0	0%	15,000	3,055	11,945	20%
Total Non Payroll Expenses		19,669,916	1,870,416	1,599,981	270,435	86%	15,045,167	14,005,460	1,039,707	93%
99022	Interest Exp-WWT-DS	1,098,085	91,507	91,507	0	100%	823,563	823,563	0	100%
99200	Deprec-Furniture	11,255	938	938	0	100%	8,442	8,442	0	100%
99210	Deprec-Equipment	114,047	9,504	9,504	0	100%	85,536	85,536	0	100%
99220	Deprec-Computer	109,638	9,136	9,137	(1)	100%	82,224	82,233	(9)	100%
99230	Deprec-Building	89,942	7,495	7,495	0	100%	67,455	67,455	0	100%
99240	Deprec-Improvements	7,771,595	647,633	647,633	0	100%	5,828,697	5,828,697	0	100%
99260	Deprec-Motor Vehicle	22,759	1,897	1,897	0	100%	17,073	17,073	0	100%
99465	Loss On Obsolete Inv	0	0	1,264	(1,264)	0%	0	12,273	(12,273)	0%
Total Non Operating Expenses		9,217,321	768,110	769,375	(1,265)	100%	6,912,990	6,925,272	(12,282)	100%
Total Expenses		44,191,214	3,875,200	3,580,587	294,613	92%	33,460,838	32,142,433	1,318,405	96%

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

Acct	Description	Beginning Balance	Month Change	YTD Change	Ending Balance
10225	Cash-Checking-US Bank (2018)	5,400,708	(3,495,114)	(4,519,986)	880,721
10370	Cash-Checking-Sect 125 (US Bank)	42,245	6,873	(17,471)	24,774
10380	Cash-WW Planning Grant Fund	29,707	0	0	29,707
10382	Cash-Recycling Site Improvemen	24,501	0	0	24,501
10383	Cash-SW Unacceptable Ticket Fi	436,800	10,600	57,800	494,600
10385	Cash-Wellness Grant	5,392	(318)	1,275	6,667
10390	Cash-Dick Holt Memorial Fund	1,940	0	(100)	1,840
10425	Cash-Western National Bank	1,230,704	652	1,934	1,232,638
10480	Cash-Petty	2,675	0	0	2,675
	Cash Sub Total	\$7,174,672	\$(3,477,307)	\$(4,476,548)	\$2,698,124
	Restricted Investments For Memorial Fund	0	0	0	0
10627	Investments-WIF Capital Replac	7,509,250	0	0	7,509,250
10622	Investments-WWT-Bond DS	0	0	0	0
10623	Investments-Rate Stabiliz	19,410,990	904,291	7,891,984	27,302,973
10624	Investments-WWT-Loan DS	8,135,772	0	(8,451,704)	(315,932)
10600	Investments-Operations	10,388,948	(87,902)	292,206	10,681,154
10609	Investments-WWT-2013 Loan Cons	0	0	0	0
10611	Investments-SW-Const	1,353,866	16,007	86,803	1,440,670
10614	Investments-Tr Sta Res Fd	492,889	2,631	24,449	517,338
10615	Investments-WWT-2006/2016/2017	(1,306,412)	(1,251,160)	(7,399,857)	(8,706,269)
10616	Investments-WWT-2007/2020/2025	(783,816)	(1,186,160)	(2,733,223)	(3,517,040)
10618	Investments-WWT-2011/2012/2018	(34,568)	(1,336)	31,196	(3,371)
10621	Investments-WWT-Const O&M	4,430,506	(260,763)	1,490,878	5,921,384
10628	Investments-WW-MN Power Energy	492,511	0	57,898	550,410
	Investments Sub Total	\$50,089,937	\$(1,864,393)	\$(8,709,370)	\$41,380,567
	Due from Other Governments	1,634,882	245,846	112,741	1,747,624
	Accounts Receivable	2,235,114	941,158	1,732,314	3,967,429
	Interest Receivable	418,730	(64,127)	142,610	561,339
	Receivables Sub Total	\$4,288,727	\$1,122,877	\$1,987,665	\$6,276,392
11000	Inventory-Material	2,706,679	(20,151)	149,183	2,855,861
11002	Inventory-Inspection Hold	0	0	0	0
11005	Inventory-Item Cost Variance S	0	0	(17)	(17)
11007	Inventory-Inv Not Received	0	0	0	0
11010	Inventory-Fuels	37,389	(402)	(1,199)	36,190
11020	Inventory-Chemicals	390,859	10,065	(21,160)	369,699
11040	Inventory-Vending Machine	10,565	305	1,060	11,625
	Inventory Sub Total	\$3,145,492	\$(10,183)	\$127,866	\$3,273,359
11150	Prepaid Insurance	127,137	(5,080)	109,271	236,408
11160	Prepaid Other	385,981	(36,466)	166,451	552,432
	Prepaid Expenses Sub Total	\$513,118	\$(41,546)	\$275,722	\$788,840
	Land	605,265	0	0	605,265
	Easements	207,149	0	0	207,149
	Buildings	74,672,544	0	0	74,672,544
	Improvements Other Than Buildings	254,603,056	0	0	254,603,056
	Machinery And Equipment	28,602,756	0	0	28,602,756
	Motor Vehicles	3,597,752	0	0	3,597,752
	Right-To-Use Assets	2,681,700	0	0	2,681,700
	Accumulated Depreciation	(290,407,903)	(676,604)	(6,089,436)	(296,497,339)
	Accumulated Amortization	(490,139)	0	0	(490,139)
	CIP	59,769,403	3,683,660	12,662,883	72,432,286
	Capital Assets Sub Total	\$133,841,582	\$3,007,056	\$6,573,447	\$140,415,029
11984	DO-GERF Chgs In Prop & DIF BTW	1,606,417	0	0	1,606,417
11980	DO-GERF Dif Exp & Act Economic	21,172	0	0	21,172
	Deferred Outflows Sub Total	\$1,627,589	\$0	\$0	\$1,627,589
	Total Assets	\$200,681,117	\$(1,263,495)	\$(4,221,218)	\$196,459,899

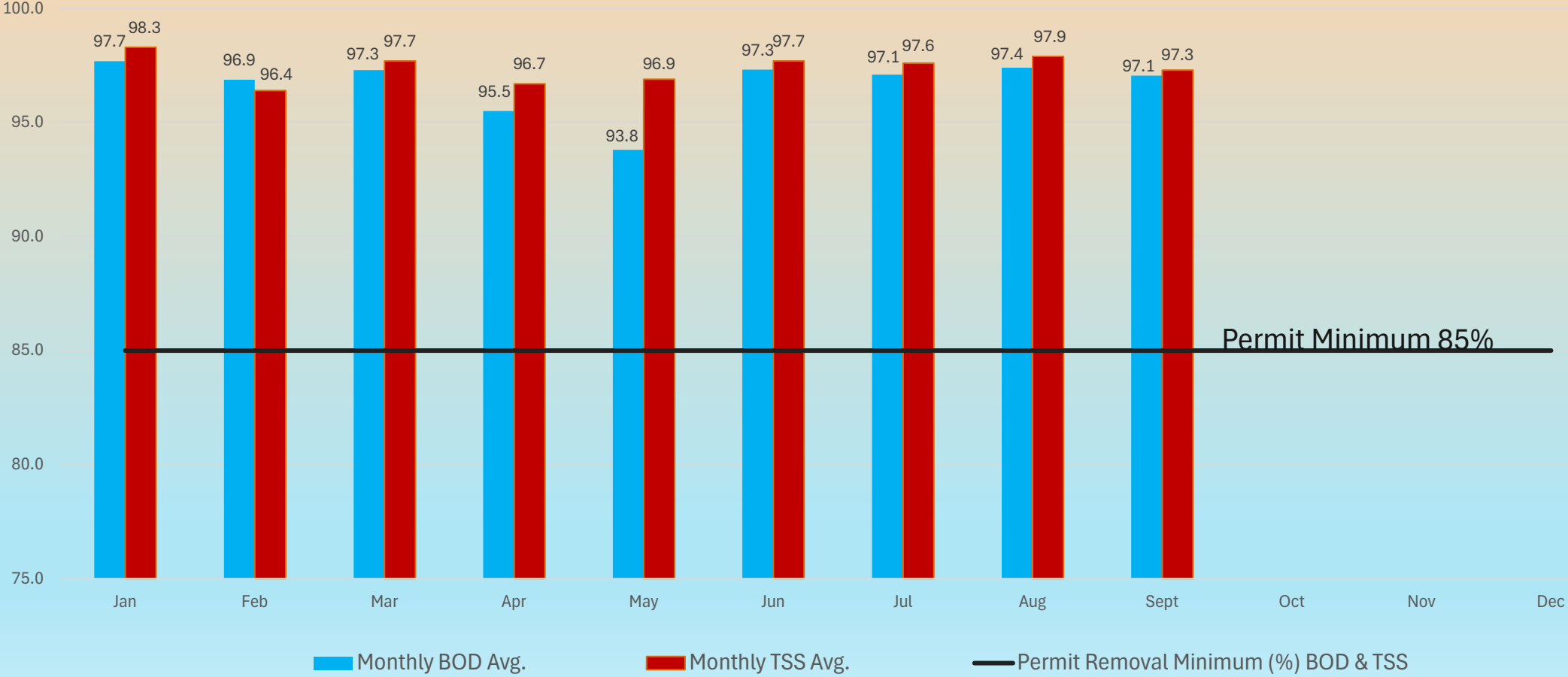
Western Lake Superior Sanitary District
Balance Sheet
As Of September 30, 2025

Acct	Description	Beginning Balance	Month Change	YTD Change	Ending Balance
	Accounts Payable	(1,437,794)	2,259,440	116,834	(1,320,960)
	Due to Other Governments	(264,663)	22,056	198,504	(66,159)
	Contracts Payable	0	0	0	0
	Contracts Payable From Restricted Assets	(1,773,282)	0	1,773,282	0
22030	Paid Offset Clearing	0	0	0	0
	Accounts Payable Sub Total	\$(3,475,739)	\$2,281,496	\$2,088,621	\$(1,387,119)
	Salaries Or Wages Payable	(492,001)	(59,826)	48,878	(443,123)
	Accrued Payroll Liabilities	(16,694)	(10,619)	9,821	(6,873)
	Retiree/COBRA Benefits Payable	(3,515)	4,288	(3,248)	(6,762)
	Accrued Vacation Payable	(697,329)	0	57,083	(640,245)
	Accrued Wages And Benefits Sub Total	\$(1,209,538)	\$(66,157)	\$112,535	\$(1,097,003)
	Lease & SBITA Liability, Current	(366,568)	0	0	(366,568)
	Lease & SBITA Liability, Noncurrent	(1,927,505)	0	0	(1,927,505)
	Notes Payable, Current	(7,146,018)	0	7,458,932	312,914
	Notes Payable, Noncurrent	(57,291,882)	(613,269)	(2,369,109)	(59,660,991)
	Bonds Payable, Current	0	0	0	0
	Bonds Payable, Noncurrent	0	0	0	0
	Accrued Interest, Current	(349,369)	(91,507)	169,209	(180,160)
	Debt Service Payable Sub Total	\$(67,081,342)	\$(704,776)	\$5,259,032	\$(61,822,310)
	Unamortized Discounts/Premiums	0	0	0	0
	Unamortized Premiums, Discounts, Losses Sub Total	\$0	\$0	\$0	\$0
	Net Other Post Employment Benefits, Noncurrent	(290,337)	0	0	(290,337)
	Comp Abs	(420,546)	(4,824)	15,669	(404,877)
	Other Noncurrent Liabilities Sub Total	\$(710,883)	\$(4,824)	\$15,669	\$(695,214)
22876	PERA Liability - GERF	(6,000,096)	0	0	(6,000,096)
	NPL GASB 68 Sub Total	\$(6,000,096)	\$0	\$0	\$(6,000,096)
	DI GASB 68 Related	(2,110,463)	0	0	(2,110,463)
	Deferred Inflows Of Resources GASB 75	(36,902)	0	0	(36,902)
	Deferred Inflows Sub Total	\$(2,147,365)	\$0	\$0	\$(2,147,365)
	Net Assets	(120,056,154)	(242,244)	(3,254,638)	(123,310,792)
	Equity Sub Total	\$(120,056,154)	\$(242,244)	\$(3,254,638)	\$(123,310,792)
	Total Liabilities And Equity	\$(200,681,117)	\$1,263,495	\$4,221,218	\$(196,459,899)

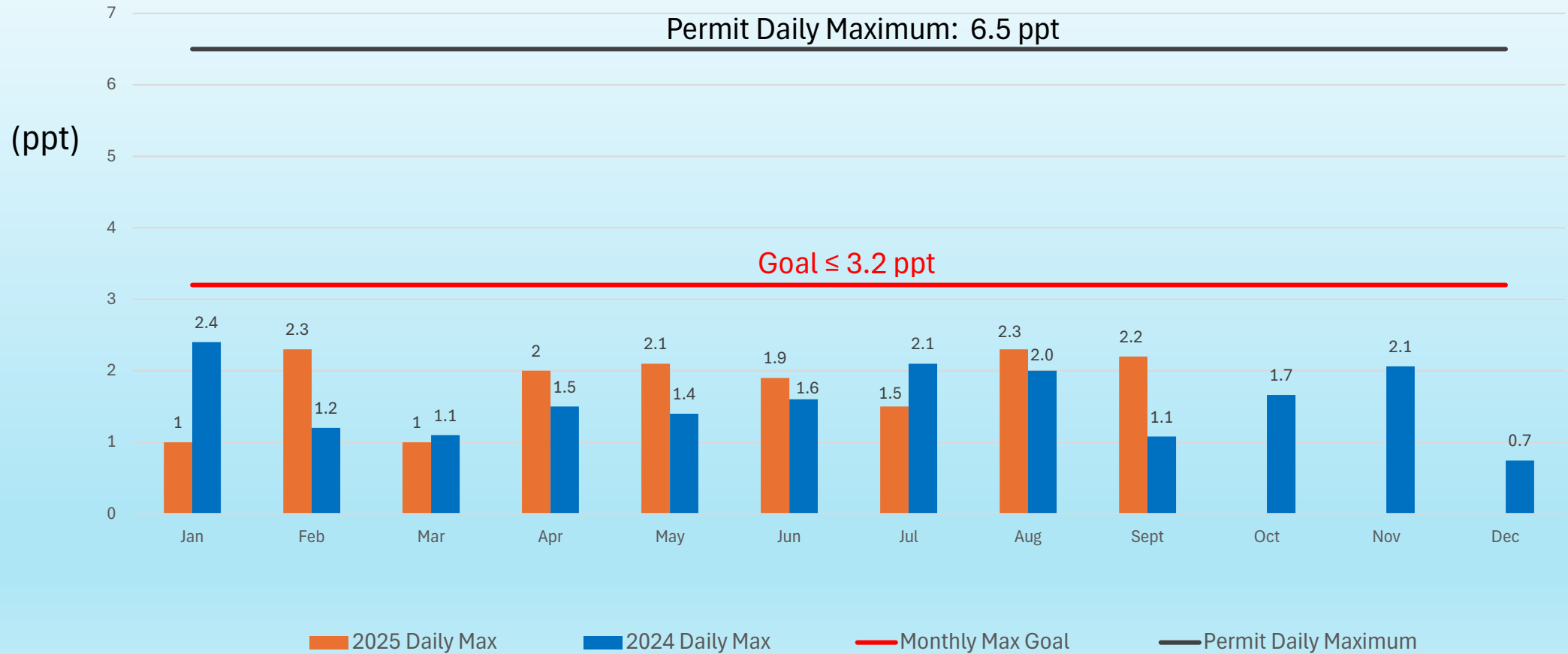


NPDES Report

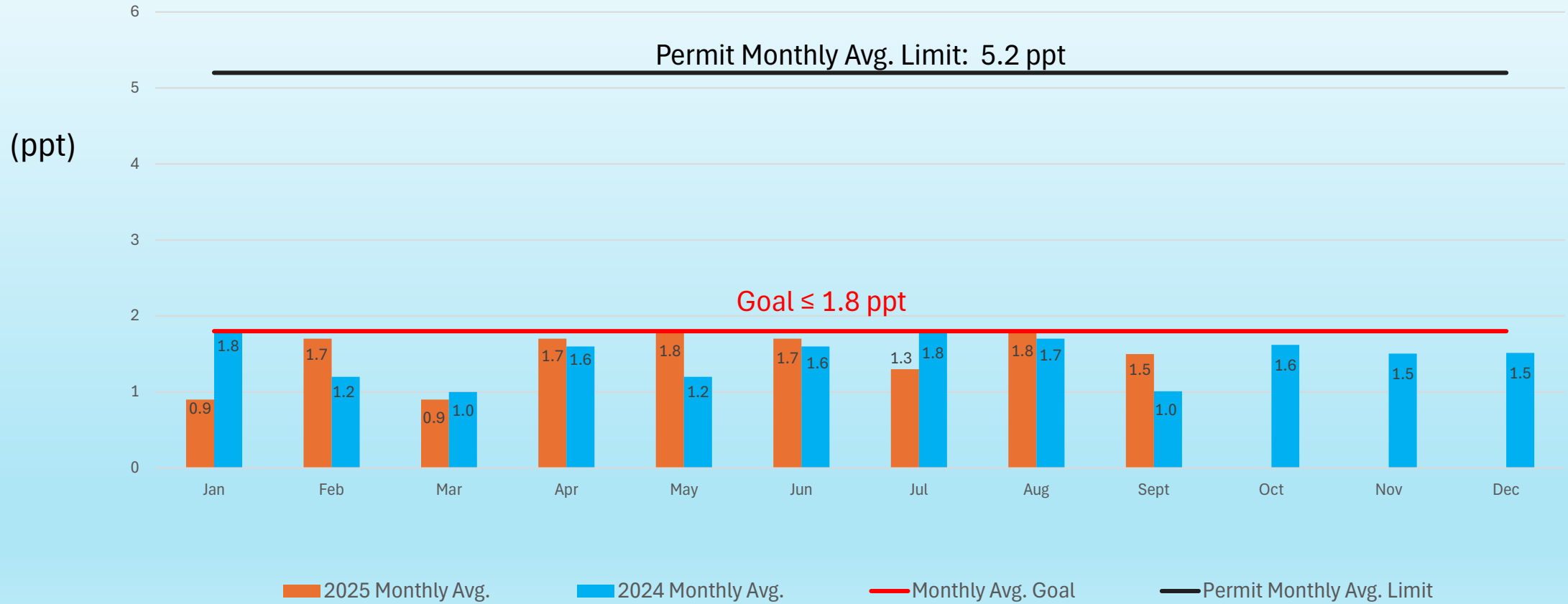
% Removal: BOD & Total Suspended Solids (TSS)



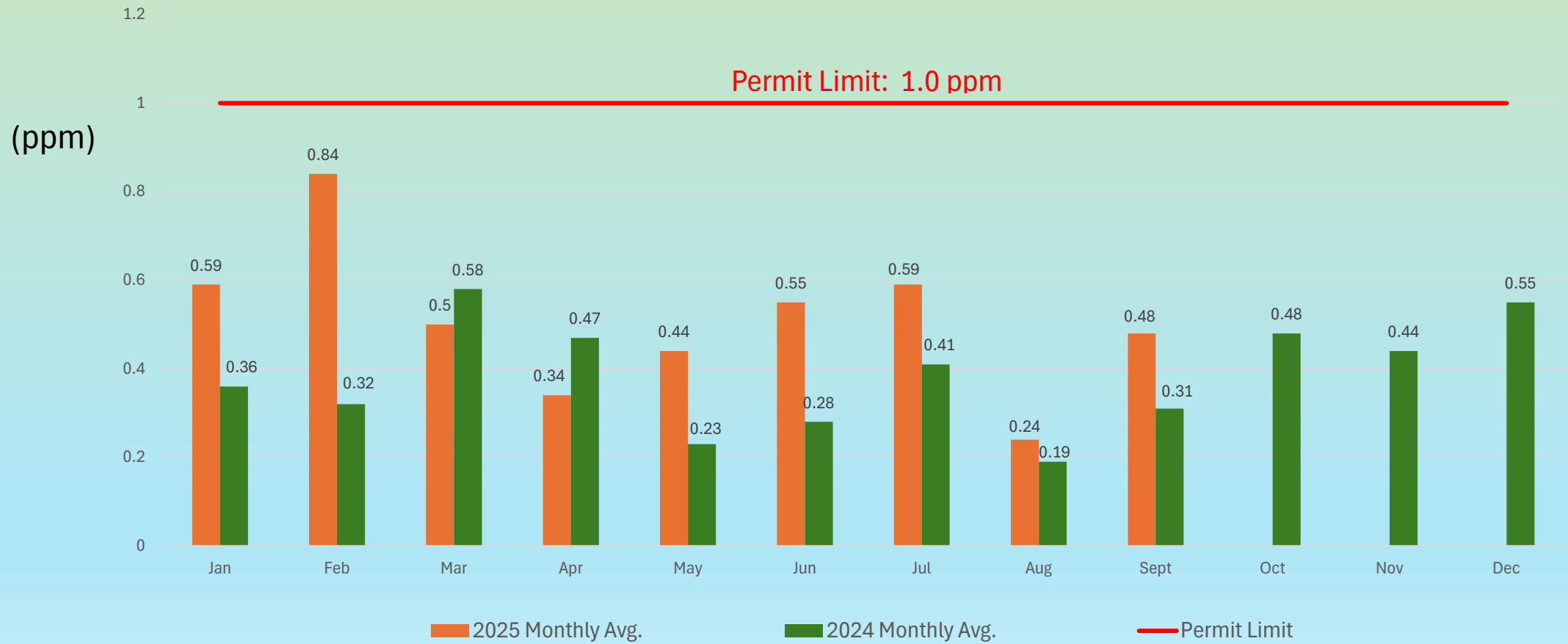
Effluent Concentration: Total Mercury: Daily Max



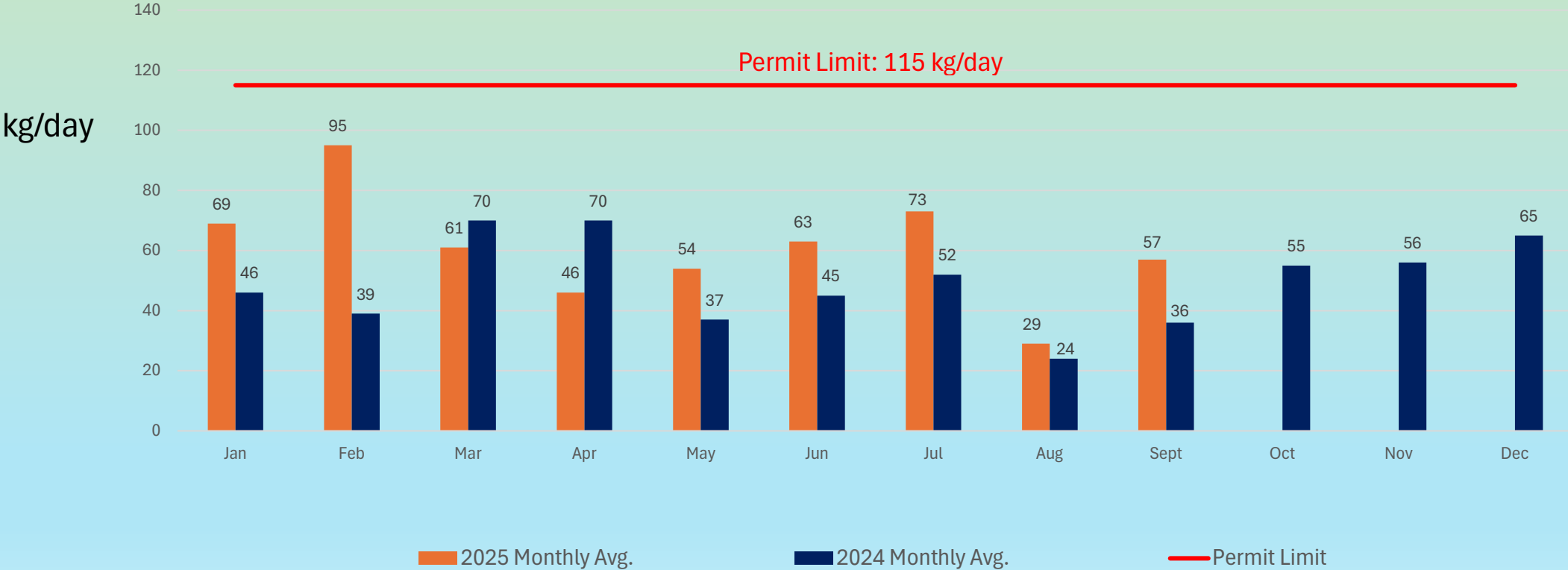
Effluent Concentration: Total Mercury: Monthly Avg.



Phosphorus Concentration: Monthly Avg.

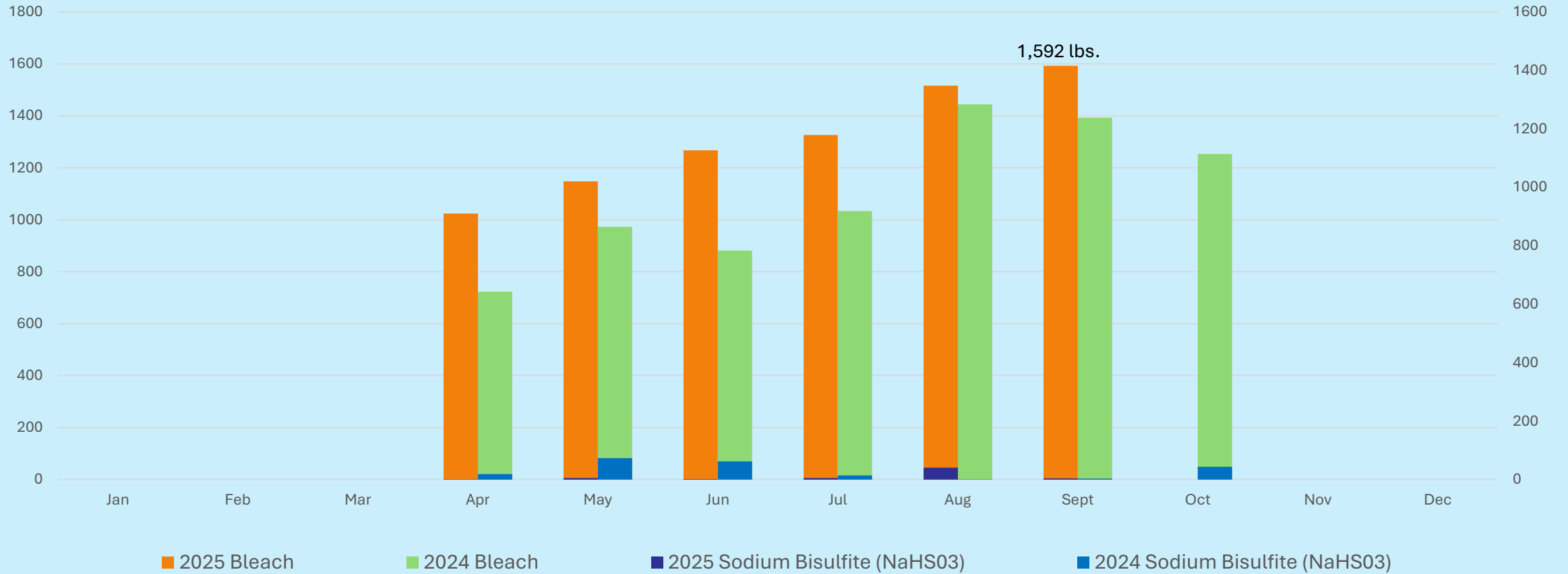


Phosphorus Loading: Monthly Avg. kg/day



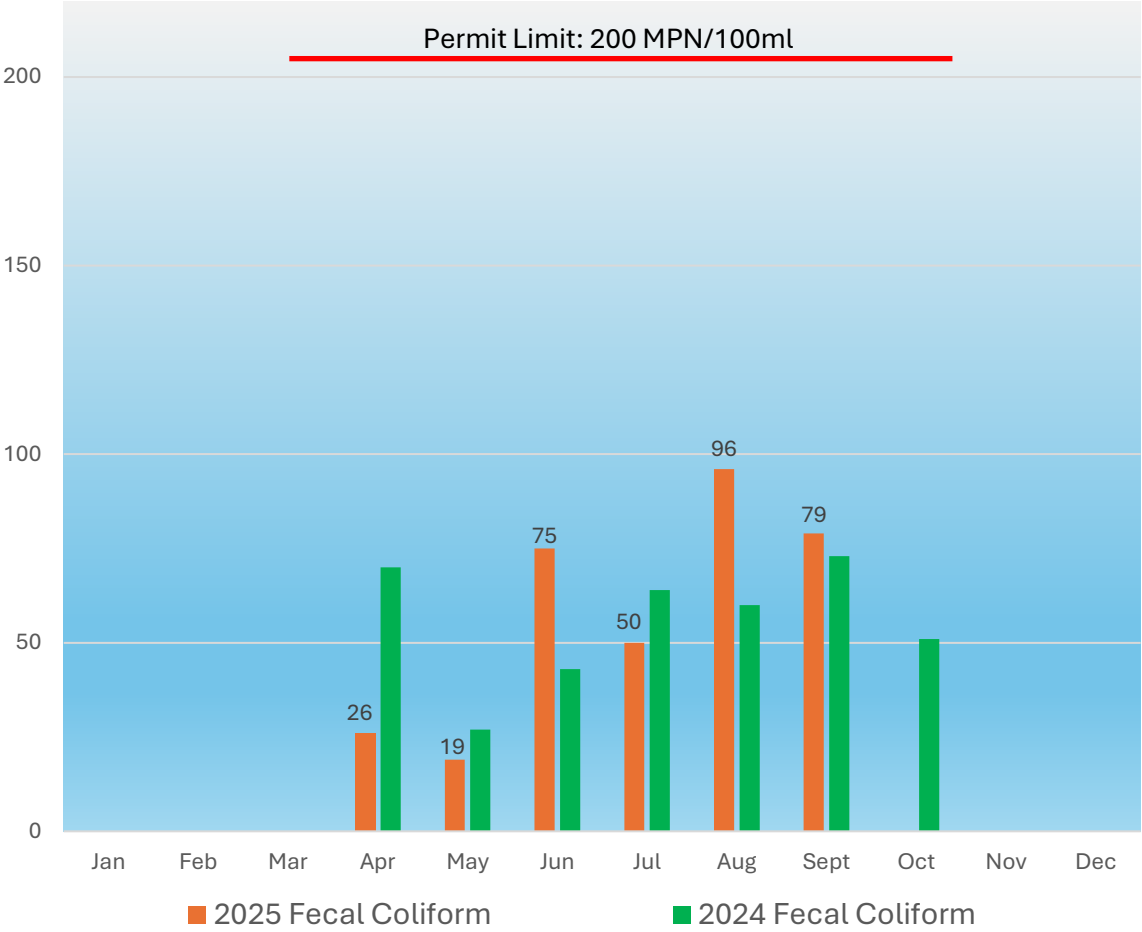
Disinfection Season: April - October

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

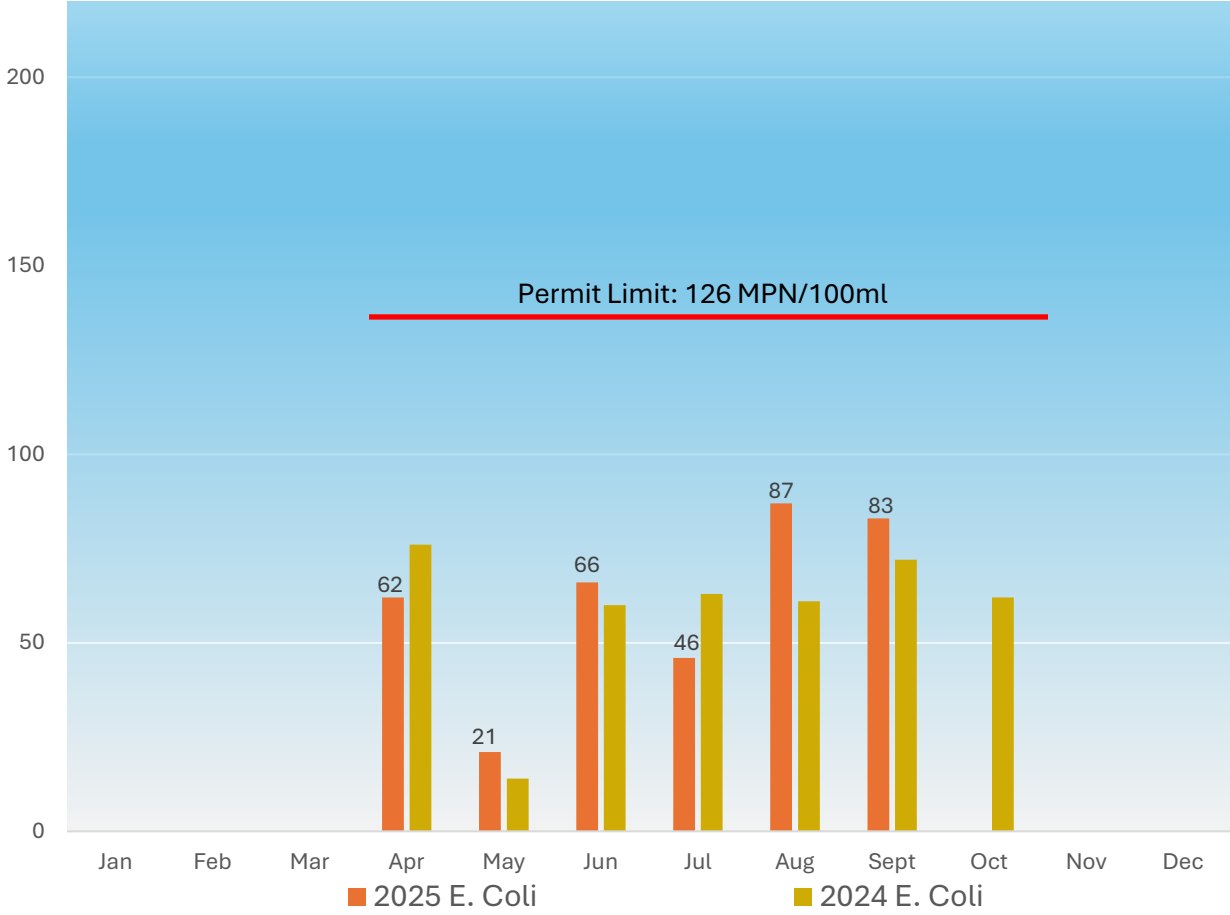


Bacteria: Monthly Geometric Mean

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	1	Manhole F020 (7-15-25)	100
August	1	Wrenshall force main (8-30-25)	21,192
September	1	Division E Bruce Circle Hwy. 61 Manhole E008 (9-29-25)	50
October			
November			
December			

YTD = 4

Memo

To: Board of Directors
From: Lauri Amundson
Date: October 27, 2025
Subject: November Board Meeting Schedule

Operations and Planning Committee	November 18, 2025 at 11:30 a.m.
Finance and Personnel Committee	November 19, 2025 at 11:30 a.m.
Legislative and Governance Committee	November 20, 2025 at 11:30 a.m.
Regular Board Meeting	November 24, 2025 at 5:00 p.m.