



Minutes
Regular Board Meeting
 Monday, February 2, 2026
 5:00 PM

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

Board Members Absent: Rob Schilling

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

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

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1. Agenda Review

2. Old Business

3. Approval of Consent Agenda Items

3.1 Regular Board Minutes dated December 22, 2025 9 - 13
[Regular Board Meeting - Dec 22 2025.pdf](#)

3.2 Payment Vouchers dated December 17, 2025 through January 20, 2026. 14 - 25
[Payment Vouchers dated December 17 2025 thru January 20 2026.pdf](#)

3.3 Board Member vouchers for December 26 - 27
[December Voucher.pdf](#)

The Board moves to recommend approval of the Consent Agenda Items 26 - 27

Moved by: Jim Aird

Seconded by: Carrie Schneider

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

Motion passed 8-0

4. New Business Items for Discussion and Approval

Finance


4.1 Approval of 2025 Financials 28 - 40
[December 2025 Financial Statements.pdf](#) 

The Finance Committee recommends that the Board approve the 2025 financials. 28 - 40

Moved by: Ben Mathews
Seconded by: Loren Lilly

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

Motion passed. 8-0


4.2 Approval of 2025 Year-End Adjustment 41 - 44
[Year End Adjustment.pdf](#) 

The Finance Committee recommends that the Board approve the 2025 year-end adjustment. 41 - 44

Moved by: Jim Aird
Seconded by: Jack Ezell

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

Motion passed. 8-0

4.3 Approval of 2025 Gainshare Measures and Payout 45
[Gainshare Memo to Board.pdf](#) 

The Finance Committee recommends that the Board approve the 2025 Gainshare measures payout. 45

Moved by: Jim Aird

Seconded by: Loren Lilly

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

Motion passed. 8-0

4.4 **Approval of EPAM EXTENSION Memo Bid #1493.docx** 

The Finance Committee recommends the Board approve the (1) year Extension between the WLSSD and SNF Polydyne for the purchase and delivery of CE-1820 EPAM Polymer for the price of \$1.545 per delivered pound. This will be charged to GL Account 11000-11020 and expensed to account 40000-66335.

Moved by: Ben Mathews

Seconded by: Laura Ness

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

Motion Passed 8-0

4.5 **Approval of 1492- DPAM Extension Memo.docx** 

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The Finance Committee recommends the Board approve the (1) year Extension between the WLSSD and SNF Polydyne for the purchase and delivery of C-3226 DPAM Polymer for the price of \$1.63 per delivered pound. This will be charged to GL Account 11000-11020 and expensed to account 40000-66330.

46

Moved by: Loren Lilly

Seconded by: Ben Mathews

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

Motion Passed 8-0

- 4.6 [Approval of Sodium Hypochlorite BID 1506 Board Memorandum.docx](#) 47

The Finance Committee recommends that the Board approve awarding the 2026 Sodium Hypochlorite Bid 1506 to Hawkins Water Treatment for supplying sodium hypochlorite for 2026 for the cost of \$2.140/gallon. This will be charged to GL Account 11000-11020 and expensed to account 40000-66320. 47

Moved by: Jack Ezell
Seconded by: Carrie Schneider

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

Motion passed. 8-0

- 4.7 [2026-2027 Dues for Area Chambers of Commerce](#) 48

The Finance Committee recommends that the Board authorize membership in these chambers of commerce for 2026-2027 dues payments in the total amount of \$2,954. 48

Moved by: Ben Mathews
Seconded by: Carrie Schneider

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

Motion passed. 8-0

- 4.8 [MN Government Data Practices Act Update](#) 49

The Finance Committee recommends that the Board approve the updated Data Practices Policy. 49

Moved by: Jim Aird
Seconded by: Laura Ness

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

Motion passed. 8-0

4.9 [Approval of Professional Services - Woodland Interceptor
CIPP Lining Project](#) 50 - 51

The Finance Committee recommends that the Board approve entering into a professional services agreement with SEH, Inc for design and bidding services in an amount not to exceed \$152,000. 50 - 51

This work will be funded from the approved 2026 wastewater capital improvement budget - Woodland Interceptor CIPP Project (101268).

Moved by: Jack Ezell

Seconded by: Carrie Schneider

Aye Jack Ezell, Jim Aird, Laura Ness, Loren Lilly,
Marcia Podratz, Carrie Schneider, and Nathan
Johnson

Abstain Ben Mathews

Motion passed. 7-0

Personnel

4.10 [Approval of Environmental Compliance Specialist Job
Description and Pay Grade](#) 52 - 61
[Environmental Compliance
Spec Hay Factor Chart.doc](#) [Envtl Compliance Spec -
FINAL.docx](#) [Environmental Compliance Specialist final
12.15.25.docx](#)

The Personnel Committee recommends that the Board of Directors approve the proposed Environmental Compliance Specialist job description be placed at a grade 20. 52 - 61

Moved by: Jim Aird

Seconded by: Ben Mathews

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

Motion passed. 8-0

- 4.11 [Approval of Sustainability Specialist Job Description and Pay Grade](#) [Sustain Spec Hay Chart.doc](#) [EPC JD.docx](#) [Sustain Spec JD final 1.14.2026.docx](#) 62 - 71

The Personnel Committee recommends that the Board approve the proposed Sustainability Specialist job description be placed at a grade 17. 62 - 71

Moved by: Ben Mathews

Seconded by: Laura Ness

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

Motion passed. 8-0

- 4.12 [Approval of Inventory Technician Job Description and Pay Grade](#) [Inventory Technician Hay Factor Chart.doc](#) [Inventory Tech JD Final.docx](#) [Inventory Technician final 12.17.25.docx](#) 72 - 80

The Personnel Committee recommends that the Board approve the proposed Inventory Technician job description be placed at a grade 12. 72 - 80

Moved by: Carrie Schneider

Seconded by: Ben Mathews

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

Motion passed. 8-0

- 4.13 [Approval of Buyer Job Description and Pay Grade](#) [Buyer Hay Factor Chart.doc](#) [Buyer Job Description approved 8-22-22.docx](#) [Buyer final 12.10.25.docx](#) 81 - 90

The Personnel Committee recommends that the Board approve the proposed Buyer job description be placed at a grade 16. 81 - 90

Moved by: Jim Aird

Seconded by: Ben Mathews

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

Motion passed. 8-0

5. Committee Reports

5.1 Committee of the Whole

5.2 Finance

5.3 Operations and Planning

5.4 Personnel

Approval of a closed Personnel Committee session on February 18, 2026 following the scheduled Finance/Personnel Committee meeting.

Moved by: Jack Ezell

Seconded by: Carrie Schneider


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

Motion passed. 8-0

5.5 Legislative

- 5.6 Board Governance
- 5.7 Board Member Comments

6. Reporting

- 6.1 Communications
- 6.2 Monthly Financials
- 6.3 NPDES
[NPDES.pdf](#) 
- 6.4 Executive Director

91 - 96


Recording Secretary


Board Secretary, Loren Lilly


Board Chair, Rob Schilling

The meeting adjourned at 5:20 pm.