



## Minutes

### Regular Board Meeting

Monday, November 24, 2025

5:00 PM

Board Members Present: Jack Ezell, Jim Aird, Laura Ness, Loren Lilly, Marcia Podratz, Rob Schilling, Carrie Schneider, and Nathan Johnson

Board Members Absent: Ben Mathews

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

Legal Present: Dave Oberstar/Fryberger Law Office

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

#### 1. Agenda Review

#### 2. Old Business

#### 3. Approval of Consent Agenda Items

3.1 Regular Board Minutes dated October 27, 2025  
[October 27, 2025 Board Meeting Minutes.pdf](#)

3.2 Board Member vouchers for October  
[Board Voucher October.pdf](#)

3.3 Payment Vouchers dated October 22, through November 18, 2025.  
[Board Voucher October.pdf](#)

#### To approve the Consent Agenda Items

*Moved by:* Jim Aird

*Seconded by:* Jack Ezell

**Motion Passes**

#### 4. New Business Items for Discussion and Approval

##### Operations and Planning

4.1 [Approval of Knowlton Creek Forcemain Rehabilitation Phase 3 Project Professional Services](#) 

Brandon Kohlts discussed the professional services for the design of the Knowlton Creek FM Rehabilitation Project Phase 3 - Air release vaults C003 and C004.

**The Operations and Planning Committee recommends that the Board approve a professional services agreement with CDM Smith for the Knowlton Creek Forcemain Rehabilitation Phase 3 project in the amount of \$163,000. This project is funded from the approved 2026 wastewater capital budget - Knowlton Creek Forcemain Rehabilitation Project (#101270).**

*Moved by:* Laura Ness

*Seconded by:* Marcia Podratz

**Motion Passes**

4.2 [Approval of Lakeside Interceptor Relocation Agreement with MNDOT](#) 

[6925-145 \(TH61\) Agmt 1059500-WLSSD Agency Relocation-draft.pdf](#) 

Brandon Kohlts discussed the relocation agreement with MNDOT associated with the Lakeside Interceptor Rehabilitation Project.

4.3 [Approval of Dewatering System Improvements - Change Order #1](#) 

Brandon Kohlts reviewed the amendment to the professional services agreement with Donohue and Associates as part of the Dewatering System Improvements Project.

**The Operations and Planning Committee recommends that the Board approve entering into a relocation agreement with MNDOT and approve payment of \$641,918.14. This project is funded from the approved 2026 wastewater capital budget - Lakeside Interceptor Rehabilitation Project (#101267).**

*Moved by:* Jack Ezell  
*Seconded by:* Jim Aird

**Motion Passes**

4.4 [Approval of Final Effluent Sample Building Design - Change Order #1](#) 

Brandon Kohlts reviewed the amendment to the professional services agreement with Donohue and Associates as part of the Effluent Sample Building Replacement Project.

**The Operations and Planning recommends that the Board approve issuing Change Order #1 to Donohue & Associates for additional design fees for the Final Effluent Sample Building in the amount not to exceed \$15,575.**

**This is funded from the approved Final Effluent Sample Building Replacement Project (#101117)**

*Moved by:* Laura Ness  
*Seconded by:* Nathan Johnson

**Motion Passes**

**The Operations and Planning Committee recommends that the Board approve issuing Change Order #1 to Donohue & Associates to include an evaluation of class A biosolids as part of the Dewatering System Improvements Facility Plan, not to exceed \$23,900. This work will be funded from the approved Dewatering System Improvements Capital project (#100568).**

*Moved by:* Marcia Podratz  
*Seconded by:* Nathan Johnson

**Motion Passes**

4.5 [Approval of Resolution 25-24 to apply for the MN Sea Grant Fast Track Grant.pdf](#) 

AJ Axtell reviewed the approval request for the Sea Grant Fast Track Grant and outlined how the District would utilize it.

**The Operations and Planning Committee recommends that the Board approve Resolution 25-24 to apply for the**

**MN Sea Grant Fast Track Grant.**

*Moved by:* Marcia Podratz

*Seconded by:* Carrie Schneider

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

**Motion Passes with 8 ayes and 1 absent 8-0**

**Finance**

4.6 [Approval of Resolution 25-15 Resolution Authorizing Loan Agreement - Misc Forcemain \(Knowlton Creek\).pdf](#) 

**The Finance Committee recommends that the Board approve Resolution 25-15; PFA Loan Agreement - Misc Forcemain Improvements Phase 2**

*Moved by:* Jim Aird

*Seconded by:* Jack Ezell

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

**Motion Passes with 8 ayes and 1 absent 8-0**

4.7 [Approval of Resolution 25-16 Authorizing Loan Agreement - Carlton Pump Station Change Order.pdf](#) 

**The Finance Committee recommends that the Board approve Resolution 25-16; PFA Loan Agreement - Carlton Pump Station Change Order**

*Moved by:* Laura Ness

*Seconded by:* Jim Aird

**Aye** Jack Ezell, Jim Aird, Laura Ness, Loren Lilly,  
Marcia Podratz, Rob Schilling, Carrie

Schneider, and Nathan Johnson

**Motion passes with 8 ayes and 1 absent 8-0**

4.8 [Approval of Resolution 25-17 Authorizing Loan Agreement - Misc Gravity \(Lakeside\).pdf](#) 

**The Finance Committee recommends that the Board approve Resolution 25-17; PFA Loan Agreement - Misc Gravity Interceptor (Lakeside)**

*Moved by:* Jim Aird

*Seconded by:* Laura Ness

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

**Motion Passes with 8 ayes and 1 absent 8-0**

4.9 [Approval of Resolution 25-18 Authorizing Loan Agreement - Secondary Clarifiers.pdf](#) 

**The Finance Committee recommends that the Board approve Resolution 25-18; PFA Loan Agreement - Secondary Clarifier.**

*Moved by:* Marcia Podratz

*Seconded by:* Loren Lilly

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

**Motion Passes with 8 ayes and 1 absent 8-0**

## **Legislative**

4.10 [Approval of 2026 Legislative Priorities.pdf](#) 

AJ Axtell reviewed the Legislative priorities for 2026.

The Legislative Committee recommends that the Board approve the 2026 Legislative priorities

*Moved by:* Jim Aird  
*Seconded by:* Jack Ezell

**Motion Passes**

## **Governance**

4.11 [Approval of the 2026 Board Calendar .pdf](#) 

Carrie Clement reviewed the 2026 Board Calendar with the suggested modifications made and discussed at the Committee meeting.

The Governance Committee recommends that the Board approve the 2026 Board Calendar

*Moved by:* Laura Ness  
*Seconded by:* Carrie Schneider

**Motion Passes**

4.12 [Approval of the 2025- 2026 Board Officers and Committee Assignments.pdf](#) 

Carrie Clement reviewed the 2025-2026 Board Officers and Committee assignments, including the changes discussed at the Committee meeting.

**The Governance Committee recommends that the Board approve the updated Board Officer and Committee assignments.**


*Moved by:* Marcia Podratz  
*Seconded by:* Loren Lilly

**Motion Passes**

## **5. Committee Reports**

5.1 Committee of the Whole

5.2 Finance


[Finance and Personnel Committee - Nov 19, 2025 - Nov 19, 2025 - Minutes - Pdf.pdf](#) 

5.3 Operations and Planning

[Operations and Planning Committee - Nov 18, 2025 - Minutes - Pdf.pdf](#) 

5.4 Personnel

5.5 Legislative

[Legislative & Governance Committee - Nov 20, 2025 - Minutes - Public \(1\).pdf](#) 

5.6 Board Governance

5.7 Board Member Comments

## 6. Reporting

6.1 Communications

6.2 Monthly Financials

[October 2025 Financials.pdf](#) 

Cathy Remington presented the financial report for October 2025.


6.3 NPDES

Tim Lundell delivered the NPDES report for October, highlighting a minor leak from a water pipe at the plant. He also reported an increase in mercury levels for the month. The source was traced and quickly resolved, and the mercury levels have since returned to normal.

[NPDES Report.pdf](#) 

6.4 Executive Director

  
Recording Secretary

  
Board Secretary, Loren Lilly

  
Board Chair, Rob Schilling

The meeting was adjourned at 5:33 p.m.