



Minutes
Regular Board Meeting
Monday, February 02, 2026
5:00 PM

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

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.

Page

1. Agenda Review

2. Old Business

3. Approval of Consent Agenda Items

3.1 Regular Board Minutes dated December 22, 2025 10 - 14
[Regular Board Meeting Minutes dated- Dec 22 2025.pdf](#)

3.2 Board Member vouchers for December 15 - 16
[December Voucher.pdf](#)

3.3 Payment Vouchers dated December 17, 2025 through January 20, 2026. 17 - 28
[Payment Vouchers dated December 17, 2025, through January 20 2026.pdf](#)

The Board moves to recommend approval of the Consent Agenda Items.

Moved by: Jim Aird

Seconded by: Carrie Schneider

Motion passed.

4. New Business Items for Discussion and Approval

Finance

- 4.1 Approval of 2025 Financials 29 - 41

The 2025 Financials were reviewed at the Committee of the Whole Meeting.

[December 2025 Financial Statements.pdf](#) 

The Finance Committee recommends that the Board approve the 2025 financials.

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 42 - 45

The Year-End Adjustment was reviewed at the Committee of the Whole Meeting.

[Year-End Adjustment.pdf](#) 

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

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 46

The Gainshare Measures and Payout were reviewed at the Committee of the Whole meeting.

[Gainshare Memo to Board.pdf](#) 

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

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 .docx](#) 

47

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.

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 .docx](#) 48

The Finance Committee recommends that the Board approve awarding the 2026 Sodium Hypochlorite Bid 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.

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](#) 49

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.

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](#) 50

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

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](#) 51 - 52

Brandon Kohlts reviewed the Professional Services-Woodland Interceptor CIPP Lining Project.

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.

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 53 - 62

[Approval of Environmental Compliance Specialist Job Description and Pay Grade](#) [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.

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](#) 63 - 72

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

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](#) 73 - 81

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

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](#) @ 82 - 91

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

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

The Board moves to recommend approval of the Consent Agenda Items

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

5. Committee Reports

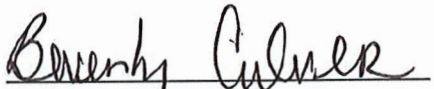
- 5.1 Committee of the Whole
- 5.2 Finance


- 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.