

















	Page
1. Agenda Review	
2. Old Business	
3. Approval of Consent Agenda Items	
3.1 Regular Board Minutes dated February 23, 2026 Regular Board Meeting - Feb 23 2026 - Minutes 	3
3.2 Board Member vouchers for February February Board Vouchers. 	9
3.3 Payment Vouchers dated February 18, through March 17, 2026. 03-17-2026 Board Register.pdf 	11
3.4 Approval of Data Practices Policy Update  Attachment 	21
3.5 Approval of Electrician 1 Job Description & Pay Grade  Electrician 1. 	37
3.6 Approval of Electrician 2 Job Description & Pay Grade  Electrician 2. 	47
3.7 Approval of Electrician 3 Job Description & Pay Grade  Electrician 3. 	56
3.8 Approval of IT Specialist 1 Job Description & Pay Grade  IT Specialist 1. 	65
3.9 Approval of IT Specialist 2 Job Description & Pay Grade  IT Specialist 2. 	75
3.10 Approval of Systems Administrator Job Description & Pay Grade  Systems Administrator. 	86
4. New Business Items for Discussion and Approval	
Operations and Planning	

4.1	Approval of Professional Services - RFP #1505 Major Pump Station Assessment 	96
4.2	Approval of Professional Services Agreement - Arc-Flash Study: Collection System 	99
4.3	Approval of Change Order #8 - HVAC Modifications - Secondary Clarifier Rehabilitation Project 	101
4.4	Approval of Professional Services Agreement - Cloquet Discharge Force Main Assessment 	103
4.5	Approval of Mediated Settlement Agreement and Release Mediated Settlement Agreement and Release 	105
5.	Committee Reports	
5.1	Committee of the Whole Committee of the Whole - Feb 23 2026 - Feb 23 2026 - Minutes 	116
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 February Financial Statements.pdf 	117
6.3	NPDES February 2026 NPDES Report.pdf 	131
6.4	Executive Director	

One or more board members may attend this meeting virtually.



Minutes
Regular Board Meeting
Monday, February 23, 2026
5:00 PM

Board Members Present: Jim Aird, Jack Ezell, Laura Ness, Loren Lilly, Marcia Podratz, Rob Schilling, Carrie Schneider, Nathan Johnson (remote), and Ben Mathews (remote)
Staff Present: Chuck Kimball, Cathy Remington, Tim Lundell, Brandon Kohlts, Carrie Clement, Grant Brown, and Lauri Amundson
Legal Counsel Present: Dave Oberstar- Fryberger Law Firm
Chair Schilling called the meeting to order at 5:09 PM

Page

1. Agenda Review

2. Old Business

3. Approval of Consent Agenda Items

- 3.1 Regular Board Minutes dated February 2, 2026 7 - 14
[February 2, 2026 Board Meeting Minutes.pdf](#)
- 3.2 Board Member vouchers for January/February 15 - 16
[January 2026 Voucher.pdf](#)
- 3.3 Payment Vouchers dated January 21, 2026, through February 17, 2026. 17 - 25
[02-17-2026 February Board Register.pdf](#)

The Board moves to recommend approval of the Consent Agenda Items

Moved by: Laura Ness
Seconded by: Jack Ezell

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

4. New Business Items for Discussion and Approval

Operations and Planning

- 4.1 [Approval of Professional Services for Silverbrook Interceptor Replacement Project](#)  26 - 27

Brandon Kohlts discussed the design and bidding of the Silverbrook Interceptor Replacement project.

The Operations and Planning Committee recommends that the Board approve entering into a professional services agreement with SEH, Inc. for design and bidding services for the Silverbrook Interceptor Replacement Project for an amount not to exceed \$103,681.

This work will be funded from the approved 2026 wastewater capital budget, Silverbrook Interceptor Replacement Project (# 101269).

Moved by: Marcia Podratz

Seconded by: Jim Aird

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

Motion Passed 9-0

- 4.2 [Approval of Solid Waste Ordinance Amendment - Section 4.2.F \(Limitation on Disposal and Damage\)](#)  [Section 4.2.F.5. amended language](#)  28 - 29

Brandon Kohlts discussed the revisions to the Solid Waste Ordinance for Section 4.2.F.5.

The Operations and Planning Committee recommends that the Board approve amending Section 4.2.F.5 of the Solid Waste Ordinance.

Moved by: Jack Ezell

Seconded by: Laura Ness

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

Motion Passed 9-0

4.3 [Approval of Construction Agreement - Main Lab Countertop and Cabinet Replacement Project](#)  30 - 31

Brandon Kohlts discussed the main lab countertop and cabinet replacement project, replacing the cabinets, countertops, and fume hoods in the main lab.

The Operations and Planning Committee recommends the Board approve entering into a contract with Cosney Corporation for the purchase and installation of new cabinetry and countertops for the lab at a cost not to exceed \$190,835.

This will be funded from the approved 2026 wastewater capital budget Main Lab Countertop and Cabinet Replacement Project. (#101148).

Moved by: Loren Lilly

Seconded by: Marcia Podratz

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

Motion Passed 9-0

4.4 [Approval of Professional Services Agreement for Cloquet Pond Liner Replacement](#)  32 - 33

Brandon Kohlts discussed the professional services scope of work for the design and preparation of bidding documents for the Cloquet Pond Liner Replacement Project.

The Operations and Planning Committee recommends that

the Board approve entering into a professional services agreement with HR Green for engineering design and bidding services for the Cloquet Pond Liner Replacement Project for an amount not to exceed \$154,000.

This project will be funded from the approved 2026 wastewater capital budget Cloquet Pond Liner Replacement Project. (#101180).

Moved by: Jim Aird

Seconded by: Jack Ezell

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

Motion Passed 9-0

4.5 [Approval of Change Order #7 - Installation of Dome Flashing - Secondary Clarifier Rehabilitation Project](#)  34 - 35

Brandon Kohlts discussed Change Order #7 with McGough Construction regarding the addition of aluminum flashing to the interior dome of clarifiers 1, 2, and 4.

The Operations and Planning Committee recommends the Board approve Change Order #7 to McGough Construction Co. in the amount of \$249,180 to complete the installation of aluminum flashing on clarifiers 1,2, and 4. This work will be funded from the Secondary Clarifier Rehabilitation Project (#101208).

Moved by: Loren Lilly

Seconded by: Carrie Schneider

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

Motion Passed 9-0

4.6 [Approval of Chemical Bid #1507 - Ferric Chloride](#)  36

The Operations and Planning Committee recommends that the Board approve awarding Bid #1507 to PVS Technologies for supplying Ferric Chloride for 2026 at a cost of \$1,093/dry ton. This will be charged to Account 10000-11020 and expensed to Account 40000-66420.

Moved by: Jim Aird

Seconded by: Loren Lilly


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

Motion Passed 9-0

5. Committee Reports

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

6. Reporting

- 6.1 Communications
Carrie Clement discussed the communications for February
- 6.2 Monthly Financials 37 - 50
[Monthly Financials.pdf](#) 
Cathy Remington reviewed the January financials at the Committee of the Whole meeting.

6.3 NPDES

51 - 57

Tim Lundell reported the NPDES for January. There were no sewer releases in January.

[January 2025 NPDES Report.pdf](#) 

6.4 Executive Director

Carrie reviewed several recognitions received by the District, including the Certificate of Excellence in Financial Reporting awarded by the Government Finance Officers Association of the United States and Canada (GFOA). She also mentioned the Resource and Recovery Efficiency Award for the CHP project, presented by the Central States Water Environment Association, as well as the Engineering Excellence Award for the Carlton Wastewater Pump Station Replacement, awarded by the American Council of Engineering Companies. Additionally, Carrie provided an update on the alleged MPCA violations.

Recording Secretary

Board Secretary, Loren Lilly

Board Chair, Rob Schilling

The meeting adjourned at 5:37 p.m.

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

	02/17/26 Operations and Planning Committee	\$50.00
	02/23/26 Committee of the Whole	\$0.00
	02/23/26 Regular Board Meeting	\$50.00
Committee Meeting Mileage:	1.0 @ 16.0 miles = 16.00 miles @ 0.725 /mile	\$11.60
Board Meeting Mileage:	1.0 @ 16.0 miles = 16.00 miles @ 0.725 /mile	\$11.60
	TOTAL CLAIM	\$123.20

Jack Ezell

	02/17/26 Operations and Planning Committee	\$50.00
	02/23/26 Committee of the Whole	\$0.00
	02/23/26 Regular Board Meeting	\$50.00
Committee Meeting Mileage:	1 @ 52.0 miles = 52.00 miles @ 0.725 /mile	\$37.70
Board Meeting Mileage:	1 @ 52.0 miles = 52.00 miles @ 0.725 /mile	\$37.70
	TOTAL CLAIM	\$175.40

Nathan Johnson

	02/23/26 Committee of the Whole	\$0.00
	02/23/26 Regular Board Meeting Attended Remotely	\$50.00
Committee Meeting Mileage:	@ 12.0 miles = 0.00 miles @ 0.725 /mile	\$0.00
Board Meeting Mileage:	@ 14.0 miles = 0.00 miles @ 0.725 /mile	\$0.00
	TOTAL CLAIM	\$50.00

Loren Lilly

	02/23/26 Committee of the Whole	\$0.00
	02/23/26 Regular Board Meeting	\$50.00
Committee Meeting Mileage:	@ 42.0 miles = 0.00 miles @ 0.725 /mile	\$0.00
Board Meeting Mileage:	1.0 @ 42.0 miles = 42.00 miles @ 0.725 /mile	\$30.45
	TOTAL CLAIM	\$80.45

Ben Mathews

02/23/26 Committee of the Whole							\$0.00
02/23/26 Regular Board Meeting Attended Remotely							\$50.00
Committee Meeting Mileage:		@	32.0 miles =	0.00	miles @	0.725 /mile	\$0.00
Board Meeting Mileage:		@	28.0 miles =	0.00	miles @	0.725 /mile	\$0.00
TOTAL CLAIM							\$50.00

Laura Ness

02/17/26 Operations and Planning Committee							\$50.00
02/23/26 Committee of the Whole							\$0.00
02/23/26 Regular Board Meeting							\$50.00
Committee Meeting Mileage:	1.0	@	9.8 miles =	9.80	miles @	0.725 /mile	\$7.11
Board Meeting Mileage:	1.0	@	9.8 miles =	9.80	miles @	0.725 /mile	\$7.11
TOTAL CLAIM							\$114.22

Marcia Podratz

02/23/26 Committee of the Whole							\$0.00
02/23/26 Regular Board Meeting							\$50.00
Committee Meeting Mileage:		@	12.6 miles =	0.00	miles @	0.725 /mile	\$0.00
Board Meeting Mileage:	1.0	@	12.6 miles =	12.60	miles @	0.725 /mile	\$9.14
TOTAL CLAIM							\$59.14

Rob Schilling

February Board Chair's Additional Compensation							\$100.00
02/23/26 Committee of the Whole							\$0.00
02/23/26 Regular Board Meeting							\$50.00
Committee Meeting Mileage:		@	38.0 miles =	0.00	miles @	0.725 /mile	\$0.00
Board Meeting Mileage:	1.0	@	31.0 miles =	31.00	miles @	0.725 /mile	\$22.48
TOTAL CLAIM							\$172.48

Carrie Schneider

02/17/26 Operations and Planning Committee							\$50.00
02/23/26 Committee of the Whole							\$0.00
02/23/26 Regular Board Meeting							\$50.00
Committee Meeting Mileage:	1.0	@	6.0 miles =	6.00	miles @	0.725 /mile	\$4.35
Board Meeting Mileage:	1.0	@	8.0 miles =	8.00	miles @	0.725 /mile	\$5.80
TOTAL CLAIM							\$110.15

Total Board Vouchers for Month \$935.04

Cash Payment Register

Job Submission Parameters

Date: 3/18/2026

Time: 8:28 AM CDT

Username: jamie.carlson@wlssd.com

Vendor Group: 1 Western Lake Superior Sanitary District	Company:
Pay Group: 1 Western Lake Superior Sanitary District	Process Level:
Cash Code: 10225 US Bank Or Cash Code Group:	
From Payment Date: 02/18/2026 To Payment Date: 03/17/2026	
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 3/18/26 Pay Group 1 Western Lake Superior Sanitary District USD
 Time 8:28 AM CDT Post Company 1 Western Lake Superior Sanitary District USD
 Cash Payment Register for 2/18/26 thru 3/17/26 Page 1

All Report Account Currency

Cash Code 10225 US Bank Currency USD
 Payment Code ACH

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
300675	P11540	1	216		Commissioner Of Revenue	St Paul	2/19/26	Issued	27,916.16	USD
300676	P11541	1	948	48MN	PERA	St Paul	2/19/26	Issued	86,793.20	USD
300677	P11542	1	1392		United States Treasury	Kansas City	2/19/26	Issued	164,477.70	USD
300678	P11543	1	2676		Minnesota Dept Of Revenue	St Paul	2/19/26	Issued	294.00	USD
300679	P11544	1	4098		Minnesota Child Support	St Paul	2/19/26	Issued	397.32	USD
300680	P11545	1	5996		MSRS	St Paul	2/19/26	Issued	56,363.12	USD
300681	P11546	1	6586		WLSSD Cafeteria Plan - US Bank	.	2/19/26	Issued	5,948.28	USD
300682	P11547	1	216		Commissioner Of Revenue	St Paul	2/19/26	Issued	13,852.69	USD
300683	P11548	1	948	48MN	PERA	St Paul	2/19/26	Issued	45,499.06	USD
300684	P11549	1	1392		United States Treasury	Kansas City	2/19/26	Issued	74,269.72	USD
300685	P11550	1	2688		Delta Dental Plan Of Minnesota	Minneapolis	2/19/26	Issued	970.20	USD
300686	P11551	1	2688		Delta Dental Plan Of Minnesota	Minneapolis	2/19/26	Issued	14,267.04	USD
300687	P11552	1	4098		Minnesota Child Support	St Paul	2/19/26	Issued	397.32	USD
300688	P11553	1	5996		MSRS	St Paul	2/19/26	Issued	10,549.00	USD
300689	P11554	1	6586		WLSSD Cafeteria Plan - US Bank	.	2/19/26	Issued	4,489.76	USD
300690	P11823	1	190	90MN	AFSCME Council 5	St Paul	2/27/26	Issued	5,977.84	USD
300691	P11824	1	216		Commissioner Of Revenue	St Paul	2/27/26	Issued	3,469.74	USD
300692	P11825	1	948	48MN	PERA	St Paul	2/27/26	Issued	11,156.31	USD
300693	P11826	1	1392		United States Treasury	Kansas City	2/27/26	Issued	19,726.61	USD
300694	P11827	1	5996		MSRS	St Paul	2/27/26	Issued	5,988.00	USD
300695	P11828	1	6586		WLSSD Cafeteria Plan - US Bank	.	2/27/26	Issued	1,192.53	USD
300696	P12063	1	216		Commissioner Of Revenue	St Paul	3/5/26	Issued	14,023.22	USD
300697	P12064	1	948	48MN	PERA	St Paul	3/5/26	Issued	45,887.50	USD
300698	P12065	1	1392		United States Treasury	Kansas City	3/5/26	Issued	75,275.28	USD
300699	P12066	1	3169		Northeast Service Cooperative	Mt. Iron	3/5/26	Issued	247,420.36	USD
300700	P12067	1	4098		Minnesota Child Support	St Paul	3/5/26	Issued	397.32	USD
300701	P12068	1	5996		MSRS	St Paul	3/5/26	Issued	10,624.00	USD
300702	P12069	1	6586		WLSSD Cafeteria Plan - US Bank	.	3/5/26	Issued	4,489.76	USD

*** Payment Code ACH Totals
 Total Open Payments 28 952,113.04
 Total Reconciled Payments 0.00
 Total Void Payments 0.00
 Total Stale Dated Payments 0
 Total Escheated Payments 0

Cash Payment Register continued...

Date 3/18/26 Pay Group 1 Western Lake Superior Sanitary District USD
 Time 8:28 AM CDT Post Company 1 Western Lake Superior Sanitary District USD
 Cash Payment Register for 2/18/26 thru 3/17/26 Page 2

All Report Account Currency

Cash Code 10225 US Bank Currency USD
 Payment Code APC

Payment Number	Identifier	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
400956	P11485	1	1440		Guardian Pest Control Inc	Superior	2/19/26	Issued	36.85	USD
400957	P11486	1	3428		Mellin Promotional Advertising	Duluth	2/19/26	Issued	2,150.73	USD
400958	P11487	1	4959		Analytichem Canada, Inc.	Baie D'urfe	2/19/26	Issued	1,202.00	USD
400959	P11605	1	759	59MN	Wiese USA, Inc.	Chicago	2/26/26	Issued	3,470.44	USD
400960	P11606	1	1440		Guardian Pest Control Inc	Superior	2/26/26	Issued	221.10	USD
400961	P11607	1	2032		Shel-Don Reproduction Centre	Duluth	2/26/26	Issued	636.39	USD
400962	P11608	1	3838	38GA	Polydyne Inc	Atlanta	2/26/26	Issued	68,721.60	USD
400963	P11609	1	3970		North States Crane & Hoist	Duluth	2/26/26	Issued	2,590.83	USD
400964	P11610	1	4903		Liberty Tire Recycling, Llc-Mn	Pittsburgh	2/26/26	Issued	401.00	USD
400965	P11611	1	6037		Michaud Distributing	Duluth	2/26/26	Issued	166.50	USD
400966	P11612	1	6516	REMI	Sunbelt Rentals, Inc.	Atlanta	2/26/26	Issued	2,179.06	USD
400967	P11837	1	305	05MN	SPS Companies, Inc	St. Paul	3/5/26	Issued	29.27	USD
400968	P11838	1	1012		Northstar Ford	Duluth	3/5/26	Issued	1,823.30	USD
400969	P11839	1	1041	02MN	Viking Industrial North	Columbus	3/5/26	Issued	91.83	USD
400970	P11840	1	1440		Guardian Pest Control Inc	Superior	3/5/26	Issued	36.85	USD
400971	P11841	1	2032		Shel-Don Reproduction Centre	Duluth	3/5/26	Issued	1,660.43	USD
400972	P11842	1	2512	12MN	Culligan Of Cloquet	Minneapolis	3/5/26	Issued	357.00	USD
400973	P11843	1	3766		Portable John	Hibbing	3/5/26	Issued	508.20	USD
400974	P11844	1	4421	21OH	Applied Industrial Tech	Chicago	3/5/26	Issued	2,606.56	USD
400975	P11845	1	4903		Liberty Tire Recycling, Llc-Mn	Pittsburgh	3/5/26	Issued	2,806.00	USD
400976	P11846	1	4959		Analytichem Canada, Inc.	Baie D'urfe	3/5/26	Issued	318.00	USD
400977	P11847	1	6037		Michaud Distributing	Duluth	3/5/26	Issued	53.00	USD
400978	P11848	1	6101	01	Msc Industrial Supply Co	Saint Louis	3/5/26	Issued	161.76	USD
400979	P11849	1	6335		Air Fiber Inc.	Superior	3/5/26	Issued	500.00	USD
400980	P11913	1	1440		Guardian Pest Control Inc	Superior	3/12/26	Issued	36.85	USD
400981	P11914	1	6037		Michaud Distributing	Duluth	3/12/26	Issued	168.50	USD
400982	P11915	1	6365		Vonco V LLC Duluth	Becker	3/12/26	Issued	769.46	USD

*** Payment Code APC Totals
 Total Open Payments 27 93,703.51
 Total Reconciled Payments 0.00
 Total Void Payments 0.00
 Total Stale Dated Payments 0
 Total Escheated Payments 0

Cash Payment Register continued...

Date 3/18/26 Pay Group 1 Western Lake Superior Sanitary District USD
 Time 8:28 AM CDT Post Company 1 Western Lake Superior Sanitary District USD
 Cash Payment Register for 2/18/26 thru 3/17/26 Page 3

All Report Account Currency

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
504681	P11501	1	54	54MN	Amsoil, Inc.	Minneapolis	2/19/26	Issued	2,297.62	USD
504682	P11502	1	424		True North Goodwill	Duluth	2/19/26	Issued	6,125.00	USD
504683	P11503	1	482	82MN	Hawkins, Inc	Minneapolis	2/19/26	Issued	10,951.06	USD
504684	P11504	1	874	74MN	Pace Analytical Services LLC	Chicago	2/19/26	Issued	1,837.00	USD
504685	P11505	1	1349	49MN	Goodin Co	Minneapolis	2/19/26	Issued	57.46	USD
504686	P11506	1	1352	52MN	Graybar Electric Co, Inc.	Chicago	2/19/26	Issued	1,724.36	USD
504687	P11507	1	1362		McMaster Carr Supply	Chicago	2/19/26	Issued	289.95	USD
504688	P11508	1	1744	13VI	Viking Automatic Sprinkler Co	Chicago	2/19/26	Issued	631.50	USD
504689	P11509	1	1966	66MN	Fastenal Company	Winona	2/19/26	Issued	941.69	USD
504690	P11510	1	2366		Gopher State One-Call	Hanover	2/19/26	Issued	108.05	USD
504691	P11511	1	2459		Compensation Consultants, Ltd	Cloquet	2/19/26	Issued	752.00	USD
504692	P11512	1	3461	61NC	CEM Corporation	Chicago	2/19/26	Issued	429.18	USD
504693	P11513	1	3865		St. Louis County Env Serv	Virginia	2/19/26	Issued	15,796.47	USD
504694	P11514	1	3940	40MN	Veolia ES Technical Solutions	Chicago	2/19/26	Issued	21,733.45	USD
504695	P11515	1	4389	01MN	Metro Sales Inc.	Minneapolis	2/19/26	Issued	1,486.81	USD
504696	P11516	1	4491		Mark Lyes	Duluth	2/19/26	Issued	80.00	USD
504697	P11517	1	4665	65GA	Environmental Express	Atlanta	2/19/26	Issued	653.11	USD
504698	P11518	1	4785		North Shore Analytical, Inc.	Duluth	2/19/26	Issued	2,600.00	USD
504699	P11519	1	4883	45IL	Environmental Resource Assoc	Palatine	2/19/26	Issued	769.67	USD
504700	P11520	1	5158		Benson Electric Company	Superior	2/19/26	Issued	15,700.00	USD
504701	P11521	1	5261	M161	Ovivo USA, LLC	Detroit	2/19/26	Issued	240.00	USD
504702	P11522	1	5629		City Of Superior Landfill	Superior	2/19/26	Issued	328,461.63	USD
504703	P11523	1	5660		Minnesota Energy Resources	Glenview	2/19/26	Issued	968.24	USD
504704	P11524	1	5744	LT01	Life Technologies	Chicago	2/19/26	Issued	730.80	USD
504705	P11525	1	5845	46MA	CDM Smith	Boston	2/19/26	Issued	4,243.75	USD
504706	P11526	1	5974		MEA	Minneapolis	2/19/26	Issued	2,800.00	USD
504707	P11527	1	6063		Grant Brown	Wrenshall	2/19/26	Issued	3,549.84	USD
504708	P11528	1	6519		MESERB	St Paul	2/19/26	Issued	525.00	USD
504709	P11529	1	6584	84MN	A-1 Disposal	Saginaw	2/19/26	Issued	1,413.00	USD
504710	P11530	1	6740	01CS	Tom Kraemer, Inc.	Cold Spring	2/19/26	Issued	90.00	USD
504711	P11531	1	6922		Unison Solutions	Dubuque	2/19/26	Issued	795.00	USD
504712	P11532	1	6951		Clarke Energy USA, Inc	Waukesha	2/19/26	Issued	25,478.70	USD
504713	P11533	1	6956		Superior Fuel Company	Duluth	2/19/26	Issued	3,080.14	USD
504714	P11534	1	6968	01CA	TPx Communications	Pasadena	2/19/26	Issued	237.68	USD
504715	P11535	1	6976	01MN	McGough Construction Company	Minneapolis	2/19/26	Issued	2,726,329.00	USD
504716	P11536	1	7020		Synergis Technologies, LLC	Souderton	2/19/26	Issued	14,414.00	USD
504717	P11537	1	7033		Total Resource Management, Inc	Alexandria	2/19/26	Issued	800.00	USD
504718	P11538	1	6802	MEDIATOR TRUST	Heley, Duncan & Melander, PLLP	Minneapolis	2/19/26	Issued	967,492.45	USD
504719	P11742	1	199		Atlas Copco Compressors LLC	Palatine	2/26/26	Issued	85,886.69	USD
504720	P11743	1	204	02MN	Forum Communications Co- Pine	Minneapolis	2/26/26	Issued	74.25	USD
504721	P11744	1	314	01MN	Duluth Tire	Hermantown	2/26/26	Issued	60.00	USD
504722	P11745	1	394	12MN	Kurita America Inc	Minneapolis	2/26/26	Issued	2,173.41	USD
504723	P11746	1	449	49CO	Hach Company	Chicago	2/26/26	Issued	408.20	USD
504724	P11747	1	702		Mars Supply	Duluth	2/26/26	Issued	74.29	USD
504725	P11748	1	727	27MN	Mielke Electric Works	Duluth	2/26/26	Issued	4,650.00	USD
504726	P11749	1	820	20MN	Northern Engine & Supply Inc	Duluth	2/26/26	Issued	472.72	USD
504727	P11750	1	821	21MN	Airgas North Central	Chicago	2/26/26	Issued	1,950.72	USD
504728	P11751	1	922	01FE	Ferguson Enterprises LLC #1657	Chicago	2/26/26	Issued	306.32	USD
504729	P11752	1	992	92MN	Road Machinery & Supply	Minneapolis	2/26/26	Issued	7,308.06	USD

Cash Payment Register continued...

Date 3/18/26 Pay Group 1 Western Lake Superior Sanitary District USD
 Time 8:28 AM CDT Post Company 1 Western Lake Superior Sanitary District USD
 Cash Payment Register for 2/18/26 thru 3/17/26 Page 4

All Report Account Currency

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
504730	P11753	1	1091	91MN	Ferguson Enterprises LLC #1657	Chicago	2/26/26	Issued	85.54	USD
504731	P11754	1	1108		St Louis County Auditor	Duluth	2/26/26	Issued	21.25	USD
504732	P11755	1	1108	2	St Louis County Registrar	Duluth	2/26/26	Issued	43.50	USD
504733	P11756	1	1175	75TX	United Rentals Inc.	Dallas	2/26/26	Issued	66.00	USD
504734	P11757	1	1352	52MN	Graybar Electric Co, Inc.	Chicago	2/26/26	Issued	2,589.93	USD
504735	P11758	1	1866		Carlton County Zoning Office	Carlton	2/26/26	Issued	2,871.02	USD
504736	P11759	1	1966	66MN	Fastenal Company	Winona	2/26/26	Issued	687.87	USD
504737	P11760	1	2075		City Of Hermantown	Hermantown	2/26/26	Issued	37.60	USD
504738	P11761	1	2096		Lake County Auditor	Two Harbors	2/26/26	Issued	891.21	USD
504739	P11762	1	2651		SEH Engineers Architects Inc	St Paul	2/26/26	Issued	54,847.18	USD
504740	P11763	1	2924		Vulcan Industries Inc	Missouri Valley	2/26/26	Issued	211.61	USD
504741	P11764	1	2954		Interstate Batteries-Twin Port	Superior	2/26/26	Issued	675.80	USD
504742	P11765	1	3940	40MN	Veolia ES Technical Solutions	Chicago	2/26/26	Issued	8,542.66	USD
504743	P11766	1	4166		Madison National Life Ins Co.	Carol Stream	2/26/26	Issued	2,217.19	USD
504744	P11767	1	4294	01MN	DSC Communications	Willmar	2/26/26	Issued	390.00	USD
504745	P11768	1	4560		Centurylink	Phoenix	2/26/26	Issued	12,672.68	USD
504746	P11769	1	4560	1AZ	Level 3 Communications, LLC	Phoenix	2/26/26	Issued	26.33	USD
504747	P11770	1	4665	65GA	Environmental Express	Atlanta	2/26/26	Issued	320.26	USD
504748	P11771	1	5073	73MN	Blaine Brothers	Minneapolis	2/26/26	Issued	2,827.51	USD
504749	P11772	1	5158		Benson Electric Company	Superior	2/26/26	Issued	21,300.00	USD
504750	P11773	1	5259		Robert Westerlund	Cloquet	2/26/26	Issued	23.00	USD
504751	P11774	1	5261	MI61	Ovivo USA, LLC	Detroit	2/26/26	Issued	29,160.00	USD
504752	P11775	1	5299		Sinnott Blacktop	Proctor	2/26/26	Issued	495.00	USD
504753	P11776	1	5491	01MW	Pomp's Tire Service	Milwaukee	2/26/26	Issued	2,241.08	USD
504754	P11777	1	6086		Thomas Scientific	Pittsburgh	2/26/26	Issued	1,326.79	USD
504755	P11778	1	6454	IL01	Acp Creativit, LLC	Carol Stream	2/26/26	Issued	9,585.82	USD
504756	P11779	1	6559		Manufacturers Distributor Inc	Odessa	2/26/26	Issued	1,078.56	USD
504757	P11780	1	6678		RW Fern Associates	Duluth	2/26/26	Issued	6,750.00	USD
504758	P11781	1	6681		Sherwin-Williams Co - Duluth	Duluth	2/26/26	Issued	166.35	USD
504759	P11782	1	6688		Chase Poppenhagen	Duluth	2/26/26	Issued	190.50	USD
504760	P11783	1	6759		Uline	Chicago	2/26/26	Issued	211.02	USD
504761	P11784	1	6782	01IL	Eurofins Environment Testing	Carol Stream	2/26/26	Issued	1,923.00	USD
504762	P11785	1	6819	01MN	Bell Bank Equipment Finance	Maple Grove	2/26/26	Issued	2,268.59	USD
504763	P11786	1	6877		Midwest Biosolids Assn, Inc.	Springfield	2/26/26	Issued	2,500.00	USD
504764	P11787	1	6956		Superior Fuel Company	Duluth	2/26/26	Issued	4,745.32	USD
504765	P11850	1	411	01MN	General Cleaning Corporation	Duluth	3/5/26	Issued	7,731.00	USD
504766	P11851	1	647	47MN	League Of MN Cities Insurance	Minneapolis	3/5/26	Issued	50,000.00	USD
504767	P11852	1	785		Mulcahy	Eagan	3/5/26	Issued	7,061.87	USD
504768	P11853	1	901		Petty Cash - Office	-	3/5/26	Issued	47.52	USD
504769	P11854	1	992	92MN	Road Machinery & Supply	Minneapolis	3/5/26	Issued	15,377.09	USD
504770	P11855	1	1158	01MN	Total Tool	Minneapolis	3/5/26	Issued	482.98	USD
504771	P11856	1	1175	75TX	United Rentals Inc.	Dallas	3/5/26	Issued	66.00	USD
504772	P11857	1	1241		United Way Of Duluth	Duluth	3/5/26	Issued	678.84	USD
504773	P11858	1	1324	24WI	Motion Industries Inc	Chicago	3/5/26	Issued	411.23	USD
504774	P11859	1	1352	52MN	Graybar Electric Co, Inc.	Chicago	3/5/26	Issued	2,056.57	USD
504775	P11860	1	1362		McMaster Carr Supply	Chicago	3/5/26	Issued	92.62	USD
504776	P11861	1	1488		Itasca County Treasurer	Grand Rapids	3/5/26	Issued	459.50	USD
504777	P11862	1	1600	01ND	Flint Group	Fargo	3/5/26	Issued	150.00	USD
504778	P11863	1	1709		LHB Engineers & Architects Inc	Duluth	3/5/26	Issued	2,699.20	USD

Cash Payment Register continued...

Date 3/18/26 Pay Group 1 Western Lake Superior Sanitary District USD
 Time 8:28 AM CDT Post Company 1 Western Lake Superior Sanitary District USD
 Cash Payment Register for 2/18/26 thru 3/17/26 Page 5

All Report Account Currency

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
504779	P11864	1	1818	18WI	Hydrite Chemical Company	Chicago	3/5/26	Issued	7,747.00	USD
504780	P11865	1	1866		Carlton County Zoning Office	Carlton	3/5/26	Issued	1,045.88	USD
504781	P11866	1	2017	17IL	Waste Management Of WI-MN	Carol Stream	3/5/26	Issued	6,998.76	USD
504782	P11867	1	2075		City Of Hermantown	Hermantown	3/5/26	Issued	35.48	USD
504783	P11868	1	2096		Lake County Auditor	Two Harbors	3/5/26	Issued	283.00	USD
504784	P11869	1	2100		MN Dept Of Transportation	St Paul	3/5/26	Issued	576,650.51	USD
504785	P11870	1	2651		SEH Engineers Architects Inc	St Paul	3/5/26	Issued	16,733.49	USD
504786	P11871	1	2794		USA Bluebook	Gurnee	3/5/26	Issued	1,000.40	USD
504787	P11872	1	2954		Interstate Batteries-Twin Port	Superior	3/5/26	Issued	157.95	USD
504788	P11873	1	3044		Retrofit Recycling Inc	Owatonna	3/5/26	Issued	1,907.55	USD
504789	P11874	1	3110		Glanon International Inc	Deer Park	3/5/26	Issued	521.18	USD
504790	P11875	1	3410	10ND	Acme Electric Tool Crib North	Grand Forks	3/5/26	Issued	999.00	USD
504791	P11876	1	3865		St. Louis County Env Serv	Virginia	3/5/26	Issued	2,394.50	USD
504792	P11877	1	4560		Centurylink	Phoenix	3/5/26	Issued	2,513.05	USD
504793	P11878	1	4708		Infor (US), Inc.	Minneapolis	3/5/26	Issued	337,203.00	USD
504794	P11879	1	5139		Berg-Johnson Associates Inc	St Paul	3/5/26	Issued	536.01	USD
504795	P11880	1	5744	LT01	Life Technologies	Chicago	3/5/26	Issued	46.60	USD
504796	P11881	1	5837		Lake Superior Consulting, LLC	Duluth	3/5/26	Issued	4,353.75	USD
504797	P11882	1	5845	46MA	CDM Smith	Boston	3/5/26	Issued	14,460.00	USD
504798	P11883	1	6124	01IL	Stantec Consulting Services	Chicago	3/5/26	Issued	437.00	USD
504799	P11884	1	6449		North Star Medical Education	Carlton	3/5/26	Issued	10,500.00	USD
504800	P11885	1	6454	IL01	Acp Creativit, LLC	Carol Stream	3/5/26	Issued	3,414.22	USD
504801	P11886	1	6495		QED Environmental Systems Inc	Atlanta	3/5/26	Issued	1,316.00	USD
504802	P11887	1	6517		Kwik Trip Inc	La Crosse	3/5/26	Issued	577.02	USD
504803	P11888	1	6534		Treatment Resources Inc	Minneapolis	3/5/26	Issued	369.42	USD
504804	P11889	1	6601	02PA	Air Products LLC	Allentown	3/5/26	Issued	5,808.00	USD
504805	P11890	1	6655		SEK Designs	Duluth	3/5/26	Issued	1,800.00	USD
504806	P11891	1	6726	01IA	Involta	Cedar Rapids	3/5/26	Issued	6,090.00	USD
504807	P11892	1	6759		Uline	Chicago	3/5/26	Issued	1,469.62	USD
504808	P11893	1	6778	01TX	Knowbe4, Inc.	Dallas	3/5/26	Issued	543.00	USD
504809	P11894	1	6791		Sir Benedict's Tavern	Duluth	3/5/26	Issued	258.62	USD
504810	P11895	1	6862	01PA	Hilti Inc.	Philadelphia	3/5/26	Issued	394.58	USD
504811	P11896	1	6887	01MN	TJ3 LLC	Milwaukee	3/5/26	Issued	105.87	USD
504812	P11897	1	6889		EcoSafe Zero Waste USA Inc.	Surrey	3/5/26	Issued	681.38	USD
504813	P11898	1	6900	01OH	Fidelity Security Life Insuran	Cincinnati	3/5/26	Issued	593.80	USD
504814	P11899	1	6922		Unison Solutions	Dubuque	3/5/26	Issued	795.00	USD
504815	P11900	1	6960	01MO	Van Meter Inc Accounts Receiva	Kansas City	3/5/26	Issued	16,143.00	USD
504816	P11901	1	6962	01CA	Advanced Micro Instruments	Los Angeles	3/5/26	Issued	782.00	USD
504817	P11902	1	6978		EPIC iO Technologies	Fort Mill	3/5/26	Issued	1,515.70	USD
504818	P11903	1	7011	01TX	Masergy Communications, Inc.	Dallas	3/5/26	Issued	272.08	USD
504819	P11904	1	7011	02PA	Comcast	Philadelphia	3/5/26	Issued	3,720.38	USD
504820	P11905	1	7015	01MN	Satellite Shelters, Inc. - Min	Minneapolis	3/5/26	Issued	6,364.50	USD
504821	P11906	1	7047	01MN	Automatic Systems Co.	Chanhassen	3/5/26	Issued	3,714.00	USD
504822	P11983	1	394	12MN	Kurita America Inc	Minneapolis	3/12/26	Issued	2,000.00	USD
504823	P11984	1	482	82MN	Hawkins, Inc	Minneapolis	3/12/26	Issued	10,932.92	USD
504824	P11985	1	526	26NE	Teledyne ISCO, Inc.	Chicago	3/12/26	Issued	2,490.00	USD
504825	P11986	1	557		Jamar Company	Duluth	3/12/26	Issued	971.25	USD
504826	P11987	1	647	47MN	League Of MN Cities Insurance	Minneapolis	3/12/26	Issued	25,064.00	USD
504827	P11988	1	821	21MN	Airgas North Central	Chicago	3/12/26	Issued	1,902.70	USD

Cash Payment Register continued...

Date 3/18/26 Pay Group 1 Western Lake Superior Sanitary District USD
 Time 8:28 AM CDT Post Company 1 Western Lake Superior Sanitary District USD
 Cash Payment Register for 2/18/26 thru 3/17/26 Page 6

All Report Account Currency

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
504828	P11989	1	992	92MN	Road Machinery & Supply	Minneapolis	3/12/26	Issued	4,394.90	USD
504829	P11990	1	1022		City Of Scanlon Water Dept	Scanlon	3/12/26	Issued	54.16	USD
504830	P11991	1	1175	75TX	United Rentals Inc.	Dallas	3/12/26	Issued	1,395.14	USD
504831	P11992	1	1362		McMaster Carr Supply	Chicago	3/12/26	Issued	269.68	USD
504832	P11993	1	1377		Minnesota Life Insurance Co	St Paul	3/12/26	Issued	4,102.32	USD
504833	P11994	1	1966	66MN	Fastenal Company	Winona	3/12/26	Issued	555.80	USD
504834	P11995	1	1978		Hartel's Disposal	Proctor	3/12/26	Issued	6,832.67	USD
504835	P11996	1	2459		Compensation Consultants, Ltd	Cloquet	3/12/26	Issued	752.00	USD
504836	P11997	1	2508	08MN	Russell-Seik-Steel	Duluth	3/12/26	Issued	170.65	USD
504837	P11998	1	3044		Retrofit Recycling Inc	Owatonna	3/12/26	Issued	1,601.40	USD
504838	P11999	1	3109		Peterson Septic Pumping	Duluth	3/12/26	Issued	295.00	USD
504839	P12000	1	3149	02WI	L&S Electric	Milwaukee	3/12/26	Issued	1,708.10	USD
504840	P12001	1	4009		Viele Contracting Inc	Duluth	3/12/26	Issued	2,573.75	USD
504841	P12002	1	4827		Stack Bros.	Superior	3/12/26	Issued	8,033.00	USD
504842	P12003	1	4883	45IL	Environmental Resource Assoc	Palatine	3/12/26	Issued	1,437.67	USD
504843	P12004	1	5073	73MN	Blaine Brothers	Minneapolis	3/12/26	Issued	2,682.65	USD
504844	P12005	1	5525		Consolidated Communications	St. Louis	3/12/26	Issued	1,168.37	USD
504845	P12006	1	5660		Minnesota Energy Resources	Glenview	3/12/26	Issued	786.33	USD
504846	P12007	1	5792		Association Of MN Counties	St Paul	3/12/26	Issued	100.00	USD
504847	P12008	1	5960		Donohue And Associates	Sheboygan	3/12/26	Issued	18,424.50	USD
504848	P12009	1	6086		Thomas Scientific	Pittsburgh	3/12/26	Issued	265.90	USD
504849	P12010	1	6601	02PA	Air Products LLC	Allentown	3/12/26	Issued	26,904.00	USD
504850	P12011	1	6625	01MI	Crestmark Bank	Troy	3/12/26	Issued	7,600.00	USD
504851	P12012	1	6681		Sherwin-Williams Co - Duluth	Duluth	3/12/26	Issued	110.90	USD
504852	P12013	1	6689	01TX	Insight Public Sector	Dallas	3/12/26	Issued	103,663.21	USD
504853	P12014	1	6801		Carlson Timber Products, Inc.	Sandstone	3/12/26	Issued	143,884.00	USD
504854	P12015	1	6940	01IL	SOS Industrial Services	Palatine	3/12/26	Issued	29,273.61	USD
504855	P12016	1	6959	02TX	Alliance Technical Group	Dallas	3/12/26	Issued	375.57	USD
504856	P12017	1	6975		Clearsky Consulting	Atlanta	3/12/26	Issued	6,230.00	USD
504857	P12018	1	7015	01MN	Satellite Shelters, Inc. - Min	Minneapolis	3/12/26	Issued	3,365.75	USD
504858	P12019	1	7018	01IL	Brady Worldwide Inc	Chicago	3/12/26	Issued	715.73	USD
504859	P12051	1	1175	75TX	United Rentals Inc.	Dallas	3/13/26	Issued	66.00	USD
504860	P12052	1	1709		LHB Engineers & Architects Inc	Duluth	3/13/26	Issued	688.24	USD
504861	P12053	1	3149	02WI	L&S Electric	Milwaukee	3/13/26	Issued	2,185.00	USD
504862	P12054	1	4560	1AZ	Level 3 Communications, LLC	Phoenix	3/13/26	Issued	272.19	USD
504863	P12055	1	4560	2AZ	Centurylink	Phoenix	3/13/26	Issued	1,263.45	USD
504864	P12056	1	5836	F1	Mediacom	Carol Stream	3/13/26	Issued	236.90	USD
504865	P12057	1	5960		Donohue And Associates	Sheboygan	3/13/26	Issued	9,545.00	USD
504866	P12058	1	6086		Thomas Scientific	Pittsburgh	3/13/26	Issued	115.92	USD
504867	P12059	1	6454	IL01	Acp Creativit, LLC	Carol Stream	3/13/26	Issued	658.06	USD
504868	P12060	1	6782	01IL	Eurofins Environment Testing	Carol Stream	3/13/26	Issued	622.00	USD
504869	P12061	1	6956		Superior Fuel Company	Duluth	3/13/26	Issued	4,708.92	USD
504870	P12062	1	7011	01TX	Masergy Communications, Inc.	Dallas	3/13/26	Issued	315.00	USD

Cash Payment Register continued...

Date 3/18/26 Pay Group 1 Western Lake Superior Sanitary District USD Page 7
 Time 8:28 AM CDT Post Company 1 Western Lake Superior Sanitary District USD
 Cash Payment Register for 2/18/26 thru 3/17/26

All Report Account Currency

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
----------------	------------	----	---------------	----------	------	------	--------------	--------	----------------	------

***	Payment Code	CHK	Totals							
			Total Open Payments	190					6,018,299.47	
			Total Reconciled Payments						0.00	
			Total Void Payments						0.00	
			Total Stale Dated Payments						0	
			Total Escheated Payments						0	

Cash Payment Register continued...

Date 3/18/26 Pay Group 1 Western Lake Superior Sanitary District USD
 Time 8:28 AM CDT Post Company 1 Western Lake Superior Sanitary District USD
 Cash Payment Register for 2/18/26 thru 3/17/26 Page 8

All Report Account Currency

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
200841	P11498	1	6540	40MA	Cintas Corporation	Chicago	2/19/26	Issued	227.48	USD
200842	P11499	1	6841	00TX	ApplicantPro Holdings	Dallas	2/19/26	Issued	572.00	USD
200843	P11500	1	6881	01SP	CTC	St. Paul	2/19/26	Issued	525.00	USD
200844	P11800	1	194		City Of Cloquet	Cloquet	2/26/26	Issued	1,865.30	USD
200845	P11801	1	376		Fedex	Palatine	2/26/26	Issued	452.73	USD
200846	P11802	1	1711	11IL	Grainger	Palatine	2/26/26	Issued	161.42	USD
200847	P11803	1	2483	01MN	Lakes Gas	Wyoming	2/26/26	Issued	232.72	USD
200848	P11804	1	3471	IL71	AT&T Mobility	Carol Stream	2/26/26	Issued	2,929.94	USD
200849	P11805	1	4836		Verizon Wireless	St Louis	2/26/26	Issued	55.82	USD
200850	P11806	1	6034	01MN	Innovative Office Solutions	Minneapolis	2/26/26	Issued	54.41	USD
200851	P11807	1	6278		Cliftonlarsenallen, LLP	Chicago	2/26/26	Issued	2,205.00	USD
200852	P11808	1	6504		Fueling Minnesota	St Paul	2/26/26	Issued	40.00	USD
200853	P11809	1	6540	40MA	Cintas Corporation	Chicago	2/26/26	Issued	1,597.60	USD
200854	P11810	1	6662	DI01	Doorco Inc.	Duluth	2/26/26	Issued	262.50	USD
200855	P11811	1	6599		US Bank Credit Card	.	2/27/26	Issued	21,217.61	USD
200856	P11830	1	296		City Of Duluth Comfort Systems	Minneapolis	3/4/26	Issued	162,310.28	USD
200857	P11907	1	1711	11IL	Grainger	Palatine	3/5/26	Issued	3,361.41	USD
200858	P11908	1	3697	01IL	Linde Gas & Equipment Inc.	Palatine	3/5/26	Issued	33.55	USD
200859	P11909	1	6034		Innovative Office Solutions	Burnsville	3/5/26	Issued	559.92	USD
200860	P11910	1	6121	01MN	Essentia Health	Minneapolis	3/5/26	Issued	1,947.00	USD
200861	P11911	1	6540	40MA	Cintas Corporation	Chicago	3/5/26	Issued	909.60	USD
200862	P11973	1	296		City Of Duluth Comfort Systems	Minneapolis	3/12/26	Issued	403.83	USD
200863	P11974	1	1711	11IL	Grainger	Palatine	3/12/26	Issued	2,609.25	USD
200864	P11975	1	5202		Idexx Laboratories	Atlanta	3/12/26	Issued	250.59	USD
200865	P11976	1	5847	01IL	Stericycle, Inc.	Chicago	3/12/26	Issued	349.60	USD
200866	P11977	1	6540	40MA	Cintas Corporation	Chicago	3/12/26	Issued	1,172.27	USD
200867	P11978	1	6841	00TX	ApplicantPro Holdings	Dallas	3/12/26	Issued	639.00	USD

*** Payment Code PCR Totals
 Total Open Payments 27 206,945.83
 Total Reconciled Payments 0.00
 Total Void Payments 0.00
 Total Stale Dated Payments 0
 Total Escheated Payments 0

Cash Payment Register continued...

Date 3/18/26 Pay Group 1 Western Lake Superior Sanitary District USD
 Time 8:28 AM CDT Post Company 1 Western Lake Superior Sanitary District USD
 Cash Payment Register for 2/18/26 thru 3/17/26 Page 9

All Report Account Currency

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
100109	P11329	1	753		Minnesota Power	Minneapolis	2/24/26	Issued	214,840.76	USD
100110	P11539	1	2677		Minn Dept Of Employment And	St. Paul	2/19/26	Issued	465,065.40	USD
100111	P11558	1	1410		Piper Sandler	Minneapolis	2/25/26	Issued	1,000,000.00	USD
100112	P11812	1	1410		Piper Sandler	Minneapolis	2/27/26	Issued	3,750,000.00	USD
100113	P11813	1	1412		Wells Fargo Brokerage, Inc.	Minneapolis	2/27/26	Issued	3,000,000.00	USD
100114	P11814	1	5922		League Of MN Cities-4M Fund	.	2/27/26	Issued	2,500,000.00	USD
100115	P11815	1	6677		Moreton Capital Markets, LLC.	Salt Lake City	2/27/26	Issued	2,500,000.00	USD

*** Payment Code WIR Totals
 Total Open Payments 7 13,429,906.16
 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 279 20,700,968.01
 Total Reconciled Payments 0.00
 Total Void Payments 0.00
 Total Stale Dated Payments 0
 Total Escheated Payments 0

*** Pay Group 1 USD Totals
 Total Open Payments 279 20,700,968.01
 Total Reconciled Payments 0.00
 Total Void Payments 0.00
 Total Stale Dated Payments 0
 Total Escheated Payments 0

Memo

To: Board of Directors
From: Operations and Planning Committee
Date: March 23, 2026
Subject: Data Practices Policy Update

Project Background

The Minnesota Government Data Practices Act (MGDPA) regulates the handling of all government data that are created, collected, received or released by a state entity, political subdivision, or statewide system, no matter what form the data are in, or how the data are stored or used.

MGDPA gives every member of the public the right to see and have copies of all public data kept by government entities. MGDPA also places upon government entities various obligations relating to this right.

The District has a policy regarding data practices that is reviewed each year. Several updates were made to the plan in January of 2026.

Recommendation

The Operations and Planning Committee recommends that the Board approve the updated Data Practices Policy.



The brand of Western Lake Superior Sanitary District

DATA ACCESS POLICY AND PROCEDURES

For Members of the Public

These data access procedures are updated each year as necessary to reflect any changes in personnel or circumstances that might affect public access to government data. This document is available free of charge upon request.

Revised January 2026

This policy is available electronically at ResourceRenew.com

Introduction

This document contains procedures a member of the public must follow if they want to see (inspect) or obtain copies of government data maintained by Western Lake Superior Sanitary District (WLSSD), publicly known as Resource Renew.

Right to Access Public Data

The Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13) presumes that all government data are public unless state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, external drives, CDs, DVDs, photographs, etc. If no statute or federal law can be identified that classifies the data as not public, the data are presumed to be public and available to anyone upon request.

The Minnesota Government Data Practices Act (MGDPA) also provides that the District must keep all government data in a way that makes it easy for members of the public to access public data. Members of the public have the right to look at (inspect), free of charge, all public data. Members of the public also have the right to obtain copies of public data. MNGDPA allows government entities to charge a fee to cover the costs of searching for and providing copies in either hard copy or electronic formats. Members of the public have the right to look at data, free of charge, before deciding to request copies.

How to Request Public Data

To look at data or request copies of data that the District keeps, you must submit a data request form. If you request data in person, you must fill out a data request form unless your data request is very simple and the data can be located and provided easily and immediately.

Requests for data should be sent to the appropriate Designee listed in the Data Practices Contacts section of this document. Designees' contact information is also listed in the Data Practices Contacts section. Emailed requests should be sent to datarequest@ResourceRenew.com.

A government entity cannot require you to identify yourself or explain the reason for the data request. However, depending on how the data request is to be processed some additional information may be required. Please note, if a request is not clear and no contact information is provided, the request will not be completed.

How WLSSD responds to Requests for Public Data

MGDPA requests will be received, reviewed and processed during normal administrative business hours. Responses to MGDPA requests will be made at the time of the request, or as soon thereafter as reasonably possible.

Upon receiving your request:

- Staff will acknowledge receipt of the data request and respond to requests as promptly as possible and within statutorily required timelines.
- If the request is unclear, clarification may be required.
- If the data is unavailable, the requester will be notified in writing as soon as reasonably possible. When no contact information has been provided, requesters will be notified of the unavailability of data when they contact the District to inquire about the status of the request.
- If the data is available, but the data are not public, the requester will be notified as soon as reasonably possible and will be provided with the specific law that prevents data sharing.
- All eligible requests will be responded to appropriately and promptly, within a reasonable time by taking one of the following actions:
 - Arrange a date, time and place for the requester to inspect the data, free of charge, if the request is to see the data, or
 - Provide the requester with copies of the data. The requester may choose to collect the data in person or have them mailed or emailed. The requester will need to provide contact information (e.g. address or email address) if they do not choose to retrieve the data in person. Electronic copies will be provided upon request if possible. An estimate of the costs of copies and notice about requirements for prepayment for copies will also be provided

MGDPA does not require a public entity to create or collect new data in response to a data request or to provide data in a specific form or arrangement that does not currently exist.

Fees will be charged as allowed by law and according to the fees and charges information provided in this Policy. You may be asked to submit a deposit or prepay for copies.

Requests for Summary Data

Summary data are statistical records or reports derived from data on individuals that are prepared by removing all identifying information about individuals from entirely private or confidential data.

Summary data will be prepared in response to written requests. Costs of creating the data must be prepaid. Upon receiving a written request (using the data request form in this document) the District will respond within ten (10) business days with the data or details of when the data will be ready and the estimated amount to be charged to cover the costs of collecting, creating, and transmitting the data.

These data access procedures provide a description of the data that may be inspected or for which copies will be provided regarding Invitations to Bid (ITB) and Requests for Proposal (RFP). The classification or disclosure of ITB and RFP procurement data are governed by Minnesota Statutes section 13.591. The disclosure requirements for ITB and RFP procurement data differ.

Invitations to Bid

- **When bids are opened, only the names of bidders and the dollar amounts specified in the bid responses become public. All other data in bidders' responses are private or nonpublic data until completion of the selection process.**

"Completion of the selection process" means that the District has completed its evaluation and ranked the responses. Staff open and preliminarily "rank" the bids, but the bid evaluation, ranking and selection process is not completed until the Board of Directors has a.) had an opportunity to consider the evaluation data and accepted the bid of the lowest responsible bidder; or b.) rejected all bids. When the bid of the lowest responsible bidder is accepted, all remaining data submitted by all bidders are public except trade secret data.

If all bids are rejected before the selection process is completed, all data other than the names of the bidders and the bid amounts remain private or nonpublic until: a.) a resolicitation of bids results in completion of the selection process; or b.) the purchase is abandoned. If the District has not abandoned the purchase but does not resolicit bids within one year of the bid opening date, the remaining data becomes public except trade secret information.

When bids are rejected after the selection process is completed, data that became public when the selection process was completed remain public.

Requests for Proposal

- **The names of RFP responders are public when RFP responses are opened. All other data in RFP responses are private or nonpublic until completion of the evaluation process.**

"Completion of the evaluation process" means the contract negotiations have been completed. The proposal evaluation process is not completed until both the selected vendor and the District have signed the contract.

When the proposal evaluation process is completed, all remaining data submitted by all RFP responders are public except trade secret data.

- **When all RFP responses are rejected, all information in the responses, except for responders' names, remains private or nonpublic until the District resolicits proposals or abandons the purchase.**

If all proposals are rejected before the evaluation process is completed, all data other than the names of the responders remain private or nonpublic until a.) resolicitation for proposals results in completion of the evaluation process; or b.) the purchase is abandoned. If the District has not abandoned the purchase but does not resolicit proposals within one year of the proposal opening date, the remaining data become public except trade secret information.

When proposals are rejected after the evaluation process is completed, data that became public when the evaluation process was completed remain public.

- **Data created or maintained by the District as part of a bid selection process or proposal evaluation process are “protected nonpublic data” until the bid selection process or the RFP proposal evaluation process is completed.**

“Protected nonpublic data” are data on a business or other entity that are not public and not available to the subject of the data.

Data created or maintained by the District as part of a bid selection process become public only upon “completion of the selection process” for ITBs. Data created or maintained by the District as part of a proposal evaluation process become public only upon “completion of the evaluation process” for RFPs.

Data created or maintained by the District as part of a bid selection or proposal evaluation process include but are not limited to: bid and proposal documents submitted by bidders and responders; evaluation panel notes and reports; identities of panel members; documents relating to bidder/responder responsibility; DBE participation information; and federal certifications.

When a selection or evaluation process is completed, all data created or maintained as part of the bid selection or proposal evaluation process becomes public except trade secret data.

- **Statements by ITB bidders or RFP responders that indicate the data they submitted are copyrighted or otherwise protected do not prevent public access to the data contained in the bids and proposals.**

A requester may inspect public copyrighted data contained in bids or proposals, but the District generally cannot make copies of the copyrighted data without the copyright holder’s permission.

Data Practices Contacts

Below are the names, addresses and other contact information for the District's Responsible Authority, Data Practices Compliance Official and Designees. Designees are staff members responsible for receiving and responding requests for data that are collected, stored or maintained within their respective departments.

Responsible Authority

Carrie Clement, Executive Director
2626 Courtland Street
Duluth, MN 55806
Phone: 218-740-4805, Fax: 218-727-7471
E-mail: datarequest@ResourceRenew.com

Data Practices Compliance Official

AJ Axtell, Director of Community Relations
2626 Courtland Street
Duluth, MN 55806
Phone: 218-740-4776, Fax: 218-727-7471
E-mail: datarequest@ResourceRenew.com

Data Practices Designees:

General Information

AJ Axtell, Director of Community Relations
2626 Courtland Street
Duluth, MN 55806
Phone: 218-740-4776, Fax: 218-727-7471
E-mail: datarequest@ResourceRenew.com

Financial, Procurement and Customer Data

Cathy Remington, Director of Finance
2626 Courtland Street
Duluth, MN 55806
Phone: 218-740-4788, Fax: 218-727-7471
E-mail: datarequest@ResourceRenew.com

Employee and Employee-Related Data

Lacie Jurek, Director of Human Resources
2626 Courtland Street
Duluth, MN 55806
Phone: 218-740-4790, Fax: 218-727-7471
E-mail: datarequest@ResourceRenew.com

Data Fees and Charges

For standard paper copies, the per-copy charge is predetermined. For other types or large amounts of copies, the charge will vary. The law authorizes entities to charge the cost of searching for, retrieving, copying, certifying and transmitting the data. This may include employee time, materials, and mailing costs. The requester will be provided with an estimate of the charges for the copies.

Charges must be paid in full prior to the release of copies. Charges must be paid by cash, credit card, or check made payable to Western Lake Superior Sanitary District.

Costs to Provide Data – Public Data

Members of the public may inspect public data in person free of charge.

Requesters are charged for copies of government data. The fees for copies of public data will be calculated as permitted by Minnesota Statutes section 13.03 or other law.

100 or fewer 8.5"x11" or 8.5"x14" black and white pages	\$.25 per copy single sided; \$.50 per copy double sided
101 or more 8.5"x11" pages	Actual cost of searching for and retrieving the data, plus the actual cost of employee time to make, certify, and/or electronically transmit copies of the data or the data themselves, plus the cost of materials necessary to fulfill the request
Copies of pages larger than 8.5"x14"	Actual cost of searching for and retrieving the data, plus the actual cost of employee time to make, certify, and/or electronically transmit copies of the data or the data themselves, plus the cost of materials necessary to fulfill the request.
Data available in electronic form	Actual cost of searching for and retrieving the data, plus the actual cost of employee time to electronically transmit copies of the data or the data themselves or providing the data on an electronic storage device, plus the cost of materials necessary to fulfill the request.

Actual Cost of Making Copies

In determining the actual cost of providing copies, the following factors will be considered:

- employee time to prepare copies
- the cost of the media onto which we are copying the data
- mailing costs, if any.
- If your request is for copies of data that cannot be reproduced internally, the requester will be charged the actual cost of copies from an outside vendor.
- Employee time to search for and retrieve data for copying (Entities cannot charge search for and retrieval time when the requestor is the data subject).

The cost of employee time to make copies is the hourly wage/salary and benefits for the lowest paid employee qualified to do the work (estimated to the nearest 1/10th of the hour).

Charges must be paid in full prior to the release of the copies.

Fees may be waived if the time required to fulfill a request is 15 minutes or less, or at the discretion of the Director of Finance and Responsible Authority.



Data Request Form

Date of Request _____

Describe or identify in reasonable detail the data you are requesting to see (inspect) or for which you request a copy.

You may inspect public data free of charge. The fees for copies of requested public data will be calculated as permitted by Minnesota Statutes section 13.03 or other laws. The Western Lake Superior Sanitary District (WLSSD), publicly known as Resource Renew, will make copies of public data for a fee as follows:

100 or fewer letter or legal sized pages	\$0.25 per copy single sided; \$0.50 per copy double sided, black and white.
101 or more letter or legal sized pages	The actual cost of searching for and retrieving the data, plus the actual cost of employee time to make, certify, and/or electronically transmit copies of the data or the data themselves, plus the cost of materials (paper, CDROM, etc.) necessary to fulfill the request
Copies of pages larger than 8.5"x14"	Actual cost of searching for and retrieving the data, plus the actual cost of employee time to make, certify, and/or electronically transmit copies of the data or the data themselves, plus the cost of materials (paper, CDROM, etc.) necessary to fulfill the request.
Data available in electronic form	Actual cost of searching for and retrieving the data, plus the actual cost of employee time to electronically transmit copies of the data or the data themselves or providing the data on an electronic storage device, plus the cost of materials (paper, CDROM, etc.) necessary to fulfill the request.

Please check the appropriate box(es) below:

I request to see the data at the Administrative Offices, 2626 Courtland St. Duluth, MN.

I request copies of the data and will pay a fee for the copies or electronic files.

I am making a "standing request" to see or have copies of the data described above.

The District will honor your standing request for 6 months from the date of your request but will not notify you when your request expires. You are responsible for renewing your standing request.

When requesting public data, you are not required to identify yourself or state the reason for your request. However, providing the following information may help the District respond to your request:

Name: _____

Address: _____

Telephone number: _____ Email address: _____

Email completed forms to datarequest@ResourceRenew.com

Or, send via mail or deliver in person to:

Resource Renew Data Request

2626 Courtland St.

Duluth, MN 55806

Records, Files or Processes Relating to Public, Private or Confidential Data

This section lists records, files or processes that relate to public, private or confidential data on individuals maintained by the District. This section also describes how each kind of data is classified and identifies the law that classified each type of data.

Data requests relating to private or confidential data must be submitted in writing to the appropriate Designee. Contact information for Designees is listed in this document.

Record, File System or Process			
Type of Data	Description	Classification under State or Federal Law	
CAF Files; Capacity allocation agreements with customers		Public	Minn. Stat. § 13.43
Complaint (hazardous, solid, household hazardous waste)	Summarizes complaint, results, and action taken	Confidential during investigation; Public after investigation; except complainant's name is Private	Minn. Stat. § 13.39 Minn. Stat. § 13.41, subd. 5
Complaint-solid waste	Summarizes complaint, results, and action taken	Confidential during investigation; Public after investigation; except complainant's name confidential	Minn. Stat. § 13.39 Minn. Stat. § 13.41, subd. 5
Contracts and Procurement	Until responses are opened, and selection/evaluation processes are completed, business data and responses to Request for Bids and Request for Proposals are Private	Private or Non-public	Minn. Stat. § 13.591, subd. 3
Contracts and Procurement	Trade secret information	Non-public	Minn. Stat. § 13.591, subd. 3 and Minn. Stat. § 13.37, subds. 1(b) and 2
Employee Benefits Data	Records used to maintain, track and report on employee participation in the available City-run or sponsored benefit programs	Public Private	Minn. Stat. § 13.43
Hazardous waste generator and	Results of an inspection	Confidential during investigation	Minn. Stat. § 13.39

facility inspection reports			
Labor Relations Records	Includes copies of contracts between management and various unions; background bargaining information; records on grievances and disciplinary actions and how they were settled	Public/Private Non-Public	Minn. Stat. § 13.03 Minn. Stat. § 13.43 Minn. Stat. § 13.37
Meeting Minutes	Minutes recording actions taken in meetings necessary for the management of the District	Public	Minn. Stat. § 13.03
Meeting Minutes	recordings of meetings	Public	Minn. Stat. § 13.03
Organizational charts		Public	Minn. Stat. § 13.03
Payroll system	Social Security numbers; tax information; home addresses	Private	Minn. Stat. § 13.355, subd. 1; Minn. Stat. § 13.43, subd. 4
Personnel files	Personnel and other data on employees, applicants and dependents, including health care reimbursement data and Social Security number	Private and confidential	Minn. Stat. § 13.43, subs. 3 & 4 (some personnel data are “public” data under section 13.43); Minn. Stat. § 13.39, subd. 2; Minn. Stat. § 13.355, subd. 1
Personnel Policies	Memos and directives on personnel policies and actions	Public	Minn. Stat. § 13.03
Press Releases		Public	Minn. Stat. § 13.03
Procedures Manuals		Public	Minn. Stat. § 13.03
Records of solid waste facilities		Non public	Minn. Stat. § 13.7411
Sewer extensions /connections	Name, address and location of sewer, inspection report	Public	Minn. Stat. § 13.03
Solid waste collector complaints		Confidential while active investigation	Minn. Stat. § 13.41(4)

Solid waste collector customer lists		Private data on individuals	Minn. Stat. § 115A.93(5)
Solid Waste Collector Licenses and Delivery Agreements		Public	Minn. Stat. § 13.41(5)
Solid waste facility inspection reports	Results of an inspection	Public; may be confidential during investigation	Minn. Stat. § 13.39
Solid waste management fee audit information		Non public	Minn. Stat. § 400.08(4)
Wastewater testing		Testing and analysis data is not public data until submitted to MPCA	Minn. Stat. § 13.741

The following are internal documents and will not be included in the online or paper copies of the policy.

The following standardized form is used to calculate actual costs to provide public data. The completed form will be saved as an accompanying record along with the original request and correspondence.

Responsible Designee				
Date Data Request was fulfilled or access denied				
Information requested is classified as:				
Public	Private	Confidential	Non-public	Protected non-public
Action				
Approved	Approved in part	Denied (cite statute)		

Fee calculation:

Preparation charges					Estimated	Actual	
A.	Labor (describe activity: searching, retrieving, copying, transmitting, etc.)						
	Description	Rate per hour	x hours	=			
	Description	Rate per hour	x hours	=			
	Description	Rate per hour	x hours	=			
	Description	Rate per hour	x hours	=			
B.	Photocopies and pdfs	Rate per page/image	x pages/images	=			
C.	Mailing			=			
D.	Printing			=			
E.	Other: include computer time, programming time, terminal access, etc.						
	1.						
	2.						
	3.						
	4.						
Total charges				=			
Amount prepaid				-			
Balance due				=			
Handled by:							
Authorized Signature:							

The Director of Finance will provide the labor costs for individuals identified to search for, retrieve and provide requested public data.

Memo

To: Board of Directors
From: Personnel Committee
Date: March 23, 2026
Subject: Approval of Electrician 1 Job Description and Pay Grade

Attached to this memo you will find the proposed job description for the Electrician 1. During this review, the job description was revised to include updated job functions and consistency in format and language.

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 technical degree, which is no change from the existing job description.

Problem Solving and Accountability

This position works under the Electrical Maintenance & Reliability Manager and there are set procedures in place. Work may be supervised by higher level electricians.

Special Conditions

The Work Environment and Physical Demands were updated to align with 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 Electrician 1 was compared to the state's Electric Plant Operator* for a total of 172 pts, placing this classification at a grade 13. In the most recent review, the Electrician 1 was compared to the state's Plant Maintenance Engineer (50% of 139 pts = 69.5 pts) and Electrician (50% of 247 pts = 123.5 pts) for a total of 193 pts, placing the revised classification at a grade 14.

*Note: The Electric Plant Operator is no longer active in the state job match.

Placing this classification at a grade 14 maintains the progressive nature of the Electrician job family.

Recommendation

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 Electrician 1 job description be placed at a grade 14.

	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"> • Graduation from trade school in commercial and residential wiring or equivalent • Valid driver's license 	<ul style="list-style-type: none"> • Cert or degree in residential wiring, industrial electric technology or related • Valid driver's license
<ul style="list-style-type: none"> • Human relations skills 	<ul style="list-style-type: none"> • Ability to work as part of a team, and to establish and maintain effective working relationships with co-workers, supervisors and the public 	<ul style="list-style-type: none"> • Ability to establish and maintain effective working relationships with internal and external stakeholders
<ul style="list-style-type: none"> • Managerial/Integrating skills 	<ul style="list-style-type: none"> • Under Ops & Maint supervisor • Must be able to work independently 	<ul style="list-style-type: none"> • Works under the direction of the a supervisor • Must be able to perform work independently
<ul style="list-style-type: none"> • Tech skills 	<ul style="list-style-type: none"> • Performs electrician work including predictive and preventive maintenance, installation, and maintenance and repair of electrical systems 	<ul style="list-style-type: none"> • Skilled electrical work, including installation and electrical equipment and system maintenance • Troubleshooting skills
<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 supervision 	<ul style="list-style-type: none"> • Works under supervision
<ul style="list-style-type: none"> • Degree in which they have to think on their own 	<ul style="list-style-type: none"> • May perform work independently • Decisions are advised by higher level electricians or supervisor 	<ul style="list-style-type: none"> • Must be able to work independently • Decisions are advised by higher level electricians or supervisor

Accountability

- **Amount of responsibility for actions, the consequences and the measured effect of their job on the end result of the district**

- Work is assigned by designated supervisor
- Set procedures are in place

- Work is assigned by supervisor or lead worker
- Set procedures are in place

Special Conditions

- Ability to be mobile over a variety of surfaces
- 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 lbs and occasionally up to 75 lbs

- Ability to be mobile over a variety of surfaces
- 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 routinely lift and /or move up to 25 pounds and occasionally lift and/or move up to 50 pounds
- Ability to stay stationary for long periods of time
- Ability to work in confined spaces
- Ability to wear an air purifying respirator

ELECTRICIAN I

May 2019

DEFINITION

Under direction of the Operations and Maintenance Supervisor – Electrical, or designated representative, the Electrician I performs electrician work, including but not necessarily limited to predictive and preventive maintenance; installation, maintenance and repair of electrical systems. This position is responsible for providing quality service to internal and external customers, through the timely and accurate completion of electrical work orders, thereby assisting WLSSD in fulfilling its Mission Statement.

JOB FUNCTIONS

- Installs electrical cables and raceways of various types, including the bending and shaping of metal conduit
- Installs transformers, control boards, electronic circuits, coil circuit breakers, voltage regulators, switches, fuses and related electrical equipment and facilities in electrical generating and distributing stations, water pumps and buildings
- Performs additions, extensions or alterations in electrical installations of power, light, heat and appliances in buildings and on grounds
- Troubleshoots, repairs and tests a variety of electrical circuits, machinery, transformers, meters, motors and recording instruments
- Installs and connects motors, lights, controllers, voltage regulators and racks; inspects and cleans electrical equipment and motors and replaces brushes and necessary parts
- Utilizes electrical connectors and couplings and solders connections
- Interprets and works from engineering drawings and modifies layouts as necessary
- Checks equipment parts and materials to ensure all necessary items are available for assigned project or operation
- Coordinates projects with planners, supervisors, and lead workers
- 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
- Maintains awareness of safe working practices relating to electrical work, solid waste processing and wastewater treatment
- 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 a technical trade school with a degree in commercial and residential wiring or equivalent education; or such combination of education and experience as may be accepted as equivalent.
- Possess a valid driver's license.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the various types of instruments, equipment and appliances and the standards, practices, materials, and processes of the electrical, instrument and computer trades
- Knowledge of the installation, operation and maintenance of electrical and electronic equipment, apparatus and instruments
- Knowledge of and ability to repair electronic circuits
- Knowledge of the law, rules and standards relative to electrical construction, installation and safety
- Ability to solder and braze
- Ability to read and comprehend plans, blueprints, owner manuals, and specifications
- Ability to diagnose and troubleshoot electrical equipment, keep accurate records and prepare routine reports from records
- Ability to be mobile over a variety of steps, ramps, ladders and confined spaces
- 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
- Knowledge and ability to use computerized systems for plant operations, historical data tracking maintenance management systems, and spreadsheet and word processing software
- Knowledge and ability to respond to emergency conditions and develop an appropriate course of action
- Ability to work independently or as a team
- Ability to understand and follow written and oral instructions and to establish and maintain positive and effective working relationships with coworkers, supervisors 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 electrical shock

and vibration. This work may involve loud noise and indoor and outdoor conditions, including all weather conditions

JOB DESCRIPTION

Title:	Electrician 1
Reports To:	Electrical Maintenance & Reliability Manager
FLSA Status:	Non-Exempt
FTE, Shift & Hours:	1.0 FTE; M-F (40 hours / week)
Pay Grade:	xx

DEFINITION

Under the direction of the Electrical Maintenance & Reliability Manager or other assigned supervisor, the Electrician 1 performs skilled electrical work, which includes but is not necessarily limited to electrical equipment and system maintenance, oversight and completion of installations and troubleshooting non-operational equipment. The incumbent is responsible for providing quality service to internal and external customers through the timely and accurate completion of assigned tasks.

JOB FUNCTIONS

- Performs installation of electrical raceways of various types, including the bending and shaping of metal conduit
- Installs and maintains electrical cables of various types and voltage ratings
- Installs and maintains transformers, switches, fuses, motors, VFDs, lights, UPS units and PLCs in District facilities
- Inspects and maintains electrical motors
- Modifies electrical installations of power, light and equipment of various types throughout District facilities
- Troubleshoots, repairs and tests a variety of electrical circuits, equipment, transformers, instruments, motors, VFDs and PLCs
- Installs, maintains and repairs a variety of electronic and pneumatic instruments such as, but not limited to, metering devices, analyzers, transmitters, receivers, sensors, monitoring equipment and flow meters
- Interprets and works from engineered drawings and recommends modifications to installations as necessary
- Assembles material lists for project installations and system repairs
- Coordinates with all stakeholders and communicates project and repair statuses in a timely manner to support operational uptime
- Utilizes an enterprise asset management system (EAM) to ensure District equipment is maintained to manufacturer's recommendations and ensures an accurate record of the efforts
- Performs cleaning duties and other related projects to maintain clean and orderly conditions in the District facilities
- Actively engages in District safety culture, which includes recognizing concerns and submitting to the hazard reporting record system; participates in safety meetings and trainings
- Maintains a constant awareness of safe work practices and protocols; monitors compliance with District safety program to complete work without accidents or injuries
- Attends in-service training when required; assists in the training and guidance of other 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 certificate or degree in commercial and residential wiring, industrial electric technology or related field
- An equivalent combination of education and experience may also be considered

Licenses and Certifications

- Possess a valid driver's license

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the installation, operation, troubleshooting and maintenance of various types of electrical equipment, instruments and devices
- Knowledge of control circuit repair and diagnostic techniques
- Knowledge of applicable codes (National Electrical Code – NEC) and safety standards related to electrical construction, installation and maintenance
- Knowledge of and ability to implement safe work practices and procedures including: NFPA 70E requirements, Confined Space Entry, Lock out/Tag out and Energy Control Procedures
- Knowledge of and ability to use computerized systems for plant operations, historical data tracking systems and standard office software applications
- Ability to work outside normal hours and respond to emergency situations as needed
- Ability to diagnose and troubleshoot electrical and electronic equipment
- Ability to read and comprehend plans, engineered drawings, owner manuals and specifications
- Ability to use and keep accurate records including interfacing with an EAM as defined by the District
- Ability to perform medium voltage switching and maintenance at substations and on power generation equipment (diesel and methane generators)
- Ability to work with various hand and power tools
- Ability to work independently or as part of a team
- Ability to understand and follow written and oral instructions
- 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 overhead, 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 routinely lift and /or move up to 25 pounds and occasionally lift and/or move up to 50 pounds

- Ability to stay stationary for long periods of time
- Ability to work in confined spaces
- Ability 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:

- Airborne particles and dust, wastewater, fumes, gases, oils, greases, fuel and biosolids
- Moving mechanical equipment and occasionally exposed to the risk of electrical shock and vibration
- Occasionally work along highways, right of ways, and around equipment
- Loud noise, indoor and outdoor conditions, including all weather conditions and working in remote areas

Employee's Signature Date

Human Resources Signature Date

Memo

To: Board of Directors
From: Personnel Committee
Date: March 23, 2026
Subject: Approval of Electrician 2 Job Description and Pay Grade

Attached to this memo you will find the proposed job description for the Electrician 2. During this review, the job description was revised to include updated job functions and consistency in format and language. Minimum qualifications were updated to align with the internal and external market and the job family.

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 technical degree or certificate and two years' experience.

Problem Solving and Accountability

This position works under the Electrical Maintenance & Reliability Manager and there are set procedures in place. There is a moderate level of independent decision-making with a moderate impact of decisions.

Special Conditions

The Work Environment and Physical Demands were updated to align with 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 Electrician 2 was compared to the state's Plant Maintenance Engineer for a total of 218 pts, placing this classification at a grade 15. In the most recent review, the Electrician 2 was compared to the state's Electrician for a total of 247 pts. This places the revised classification at a grade 17.

Placing this classification at a grade 17 also aligns with the internal and external market.

Recommendation

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 Electrician 2 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 • Valid driver's license 	<ul style="list-style-type: none"> • Cert or degree in residential wiring, industrial electric technology or related • 2 years' experience • Valid driver's license
<ul style="list-style-type: none"> • Human relations skills 	<ul style="list-style-type: none"> • Ability to work as part of a team, and to establish and maintain effective working relationships with co-workers, supervisors and the public 	<ul style="list-style-type: none"> • Mentor and trains other unlicensed electricians and instrument techs • Ability to establish and maintain effective working relationships with internal and external stakeholders
<ul style="list-style-type: none"> • Managerial/Integrating skills 	<ul style="list-style-type: none"> • Under director of Operations and Maintenance Supervisor – Electrical • Must be able to work independently 	<ul style="list-style-type: none"> • Works under the direction of a supervisor with latitude for independent action • Supports entry-level electricians and instrument technicians
<ul style="list-style-type: none"> • Tech skills 	<ul style="list-style-type: none"> • Skilled electrician work including predictive and preventive maintenance, installation, and maintenance and repair of electrical systems 	<ul style="list-style-type: none"> • Skilled electrical work, including installation and electrical equipment and system maintenance • Troubleshooting skills
<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 supervision but must use independent judgement to make decisions at times 	<ul style="list-style-type: none"> • Works under supervision but performs functions independently with latitude for judgement and moderate impact of decisions
<ul style="list-style-type: none"> • Degree in which they have to think on their own 	<ul style="list-style-type: none"> • Must be able to work independently 	<ul style="list-style-type: none"> • Must be able to work independently

<p><u>Accountability</u></p> <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">• Work is assigned by designated supervisor• Set procedures are in place	<ul style="list-style-type: none">• Work is assigned by supervisor or lead worker• Set procedures are in place
<p><u>Special Conditions</u></p>	<ul style="list-style-type: none">• Ability to be mobile over a variety of surfaces• 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 lbs and occasionally up to 75 lbs	<ul style="list-style-type: none">• Ability to be mobile over a variety of surfaces• 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 routinely lift and /or move up to 25 pounds and occasionally lift and/or move up to 50 pounds• Ability to stay stationary for long periods of time• Ability to work in confined spaces• Ability to wear an air purifying respirator

ELECTRICIAN II

Approved 8/22/2022

DEFINITION

Under direction of the Operations and Maintenance Supervisor – Electrical, or designated representative, the Electrician II is responsible for performing skilled electrical work, which includes but is not necessarily limited to predictive and preventive maintenance; installation, maintenance and repair of electrical systems. This position is responsible for providing quality service to internal and external customers through the timely and accurate completion of electrical work orders, thereby assisting WLSSD in fulfilling its Mission Statement.

JOB FUNCTIONS

- Installs electrical cables and raceways of various types, including the bending and shaping of metal conduit
- Installs transformers, control boards, electronic circuits, coil circuit breakers, voltage regulators, switches, fuses, motors, VFDs, lights, PLCs, controllers, and related electrical equipment in electrical generating and distribution stations, pump stations and all other District facilities
- Inspects and cleans electrical equipment and motors and replaces brushes and necessary parts
- Performs additions, extensions or alterations in electrical installations of power, light, heat and appliances in buildings and on grounds
- Troubleshoots, repairs and tests a variety of electrical circuits, machinery, transformers, meters, motors, VFDs, PLCs and recording instruments
- Installs, maintains, and repairs a variety of electronic and pneumatic instruments such as telemetering devices, transmitters, receivers, sensors, monitoring equipment, flow meters, and other instruments
- Interprets and works from engineering drawings and modifies layouts as necessary
- Checks equipment parts and materials to ensure all necessary items are available for assigned project or operation
- Coordinates projects with planners, supervisors and lead workers to ensure equipment availability when work is to be done
- Utilizes an enterprise asset management system (EAM) to track assets and maintain records for the purpose of documenting required information
- Attends training sessions and assists in the training and education of new and existing employees by providing on-the-job training, general instructions, safety and emergency equipment training
- Maintains awareness and compliance of safe working practices related to electrical work, solid waste processing and wastewater treatment
- Performs cleaning duties and other related duties to maintain clean and orderly conditions in the District facilities
- Performs related duties as assigned

MINIMUM QUALIFICATIONS

- Must have four years' experience as an electrician in a wastewater treatment plant, an industrial manufacturing plant, or directly related industry; or such combination of education and experience as may be accepted as equivalent
- Possess a valid driver's license

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the installation, operation and maintenance of various types of electrical equipment, instruments and appliances and knowledge of the standards, practices, materials and processes of the electrical, instrument and computer trades
- Knowledge of and ability to repair electronic circuits
- Knowledge of the law, rules and standards relative to electrical construction, installation and safety
- Knowledge of and ability to implement and follow safe work practices and procedures including: 70E requirements, Confined Space Entry, Lockout/Tagout and Energy Control Procedures
- Knowledge of and ability to use computerized systems for plant operations, historical data tracking maintenance management systems, and spreadsheet and word processing software
- Knowledge of and ability to respond to emergency conditions and develop an appropriate course of action
- Ability to diagnose and troubleshoot electrical and electronic equipment which includes PLCs and VFDs
- Ability to read and comprehend schematics, engineering drawings, owner manuals, and specifications
- Ability to keep accurate records including the ability to use an enterprise asset management system as defined by the District
- Ability to work either independently or as part of a team
- Ability to understand and follow both written and oral instructions
- Ability to establish and maintain positive and effective working relationships with coworkers, supervisors and the public

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

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 or airborne particles and toxic or caustic chemicals
- Moving mechanical parts and the potential risk of electrical shock and vibration
- Loud noise and indoor and outdoor conditions, including all weather conditions

JOB DESCRIPTION

Title:	Electrician 2
Reports To:	Electrical Maintenance & Reliability Manager
FLSA Status:	Non-Exempt
FTE, Shift & Hours:	1.0 FTE; M-F (40 hours / week)
Pay Grade:	xx

DEFINITION

Under the direction of the Electrical Maintenance & Reliability Manager or other assigned supervisor, and with latitude for independent action, the Electrician 2 performs skilled electrical work, which includes but is not necessarily limited to electrical equipment and system maintenance, oversight and completion of installations and troubleshooting non-operational equipment. This position supports entry-level electricians and instrument technicians to ensure activities are completed in a safe manner. The incumbent is responsible for providing quality service to internal and external customers through the timely and accurate completion of assigned tasks.

JOB FUNCTIONS

- Performs installation of electrical raceways of various types, including the bending and shaping of metal conduit
- Installs and maintains electrical cables of various types and voltage ratings
- Installs and maintains transformers, switches, fuses, motors, VFDs, lights, UPS units and PLCs in District facilities
- Inspects and maintains electrical motors
- Modifies electrical installations of power, light and equipment of various types throughout District facilities
- Troubleshoots, repairs and tests a variety of electrical circuits, equipment, transformers, instruments, motors, VFDs and PLCs
- Installs, maintains, and repairs a variety of electronic and pneumatic instruments such as but not limited to metering devices, analyzers, transmitters, receivers, sensors, monitoring equipment and flow meters
- Interprets and works from engineered drawings and recommends modifications to installations as necessary
- Assembles material lists for project installations and system repairs
- Coordinates with all stakeholders and communicates project and repair statuses in a timely manner to support operational uptime
- Utilizes an enterprise asset management system (EAM) to ensure district equipment is maintained to manufacturer's recommendations and ensures an accurate record of the efforts
- Mentors and trains other unlicensed electricians and instrument technicians
- Performs cleaning duties and other related projects to maintain clean and orderly conditions in the District facilities
- Actively engages in District safety culture, which includes recognizing concerns and submitting to the hazard reporting record system; participates in safety meetings and trainings

- Maintains a constant awareness of safe work practices and protocols; monitors compliance with District safety program to complete work without accidents or injuries
- Attends in-service training when required; assists in the training and guidance of other 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 certificate or degree in commercial and residential wiring, industrial electric technology or related field
- Two years' experience as an electrician in a wastewater treatment plant or industrial facility
- An equivalent combination of education and experience may also be considered

Licenses and Certifications

- Possess a valid driver's license

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the installation, operation, troubleshooting and maintenance of various types of electrical equipment, instruments and devices
- Knowledge of control circuit repair and diagnostic techniques
- Knowledge of applicable codes (National Electrical Code – NEC) and safety standards related to electrical construction, installation and maintenance
- Knowledge of and ability to implement safe work practices and procedures including: NFPA 70E requirements, Confined Space Entry, Lock out/Tag out and Energy Control Procedures
- Knowledge of and ability to use computerized systems for plant operations, historical data tracking systems and standard office software applications
- Ability to work outside normal hours and respond to emergency situations as needed
- Ability to diagnose and troubleshoot electrical and electronic equipment
- Ability to read and comprehend plans, engineered drawings, owner manuals and specifications
- Ability to use and keep accurate records including interfacing with an EAM as defined by the District
- Ability to perform medium voltage switching and maintenance at substations and on power generation equipment (diesel and methane generators)
- Ability to work with various hand and power tools
- Ability to work independently or as part of a team
- Ability to understand and follow written and oral instructions
- 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 overhead, 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 routinely lift and /or move up to 25 pounds and occasionally lift and/or move up to 50 pounds
- Ability to stay stationary for long periods of time
- Ability to work in confined spaces
- Ability 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:

- Airborne particles and dust, wastewater, fumes, gases, oils, greases, fuel and biosolids
- Moving mechanical equipment and occasionally exposed to the risk of electrical shock and vibration
- Occasionally work along highways, right of ways, and around equipment
- Loud noise, indoor and outdoor conditions, including all weather conditions and working in remote areas

Employee's Signature Date

Human Resources Signature Date

Memo

To: Board of Directors
From: Personnel Committee
Date: March 23, 2026
Subject: Approval of Electrician 3 Job Description and Pay Grade

Attached to this memo you will find the proposed job description for the Electrician 3. During this review, the job description was revised to include updated job functions and consistency in format and language. Minimum qualifications were updated to align with the internal and external market and the job family.

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 technical degree or certificate, three years' experience and a Class A Journeyworker license.

Problem Solving and Accountability

This position works under the Electrical Maintenance & Reliability Manager and there are set procedures in place. There is a moderate level of independent decision-making with a moderate to high impact of decisions.

Special Conditions

The Work Environment and Physical Demands were updated to align with 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 Electrician 3 was compared to the state's Electrician for a total of 247 pts, placing this classification at a grade 17. In the most recent review, the Electrician 3 was compared to the state's Electrician (75% of 247 pts = 185 pts) and Electrician Supervisor (25% of 291 pts = 73 pts) for a total of 258 pts, placing the revised classification at a grade 18.

Placing this classification at a grade 18 also aligns with the internal and external market.

Recommendation

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 Electrician 3 job description be placed at a grade 18.

	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"> • MN Class A Journeyman license or higher • 4 years' experience in wastewater or industrial plant 	<ul style="list-style-type: none"> • Cert or degree in residential wiring, industrial electric technology or related • 3 years' experience • Class A Journeyworker license or higher • Valid driver's license
<ul style="list-style-type: none"> • Human relations skills 	<ul style="list-style-type: none"> • Provides oversight of unlicensed electricians • Ability to work as part of a team, and to establish and maintain effective working relationships with co-workers, supervisors and the public 	<ul style="list-style-type: none"> • Mentor and trains other unlicensed electricians and instrument techs • Ability to establish and maintain effective working relationships with internal and external stakeholders
<ul style="list-style-type: none"> • Managerial/Integrating skills 	<ul style="list-style-type: none"> • Under director of Operations and Maintenance Supervisor – Electrical • Must be able to work independently 	<ul style="list-style-type: none"> • Works under the direction of a supervisor with considerable latitude for independent action • Supports entry-level electricians and instrument technicians
<ul style="list-style-type: none"> • Tech skills 	<ul style="list-style-type: none"> • Skilled electrician work including predictive and preventive maintenance, installation, and maintenance and repair of electrical systems 	<ul style="list-style-type: none"> • Skilled electrical work, including installation and electrical equipment and system maintenance • Troubleshooting skills
<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 supervision but must use independent judgement to make decisions at times 	<ul style="list-style-type: none"> • Works under supervision but performs functions independently with considerable latitude for judgement and moderate

<ul style="list-style-type: none"> • Degree in which they have to think on their own 	<ul style="list-style-type: none"> • Must be able to work independently 	<p>to high impact of decisions</p> <ul style="list-style-type: none"> • Must be able to work independently
<p><u>Accountability</u></p>		
<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"> • Work is assigned by designated supervisor • Set procedures are in place 	<ul style="list-style-type: none"> • Work is assigned by supervisor or lead worker • Set procedures are in place
<p><u>Special Conditions</u></p>		
	<ul style="list-style-type: none"> • Ability to be mobile over a variety of surfaces • 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 lbs and occasionally up to 75 lbs 	<ul style="list-style-type: none"> • Ability to be mobile over a variety of surfaces • 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 life and move objects • Ability to routinely lift and /or move up to 25 pounds and occasionally lift and/or move up to 50 pounds • Ability to stay stationary for long periods of time • Ability to work in confined spaces • Ability to wear an air purifying respirator

ELECTRICIAN III

Approved 8/22/2022

DEFINITION

Under direction of the Operations and Maintenance Supervisor – Electrical, or designated representative, the Electrician III performs skilled electrical work, which includes but is not necessarily limited to predictive and preventive maintenance; installation, maintenance and repair of electrical systems. This position is also responsible for the oversight of unlicensed electricians and instrument technicians to ensure the proper installation of new electrical and electronic systems. This position is responsible for providing quality service to internal and external customers through the timely and accurate completion of electrical work orders, thereby assisting WLSSD in fulfilling its Mission Statement.

JOB FUNCTIONS

- Installs electrical cables and raceways of various types, including the bending and shaping of metal conduit
- Installs transformers, control boards, electronic circuits, coil circuit breakers, voltage regulators, switches, fuses, motors, VFDs, lights, PLCs and related electrical equipment in electrical generating and distribution stations, pump stations and all other District facilities
- Inspects and cleans electrical equipment and motors and replaces brushes and necessary parts
- Performs additions, extensions or alterations in electrical installations of power, light, heat and appliances in buildings and on grounds
- Troubleshoots, repairs and tests a variety of electrical circuits, machinery, transformers, meters, motors, VFDs, PLCs and recording instruments
- Installs, maintains, and repairs a variety of electronic and pneumatic instruments such as telemetering devices, transmitters, receivers, sensors, monitoring equipment, flow meters, and other instruments
- Maintains and repairs ancillary computer equipment
- Oversees work performed by unlicensed electrical workers on new electrical and electronic equipment and systems to maintain compliance with applicable electrical codes
- Works with technical services on design projects to ensure the electrical codes are met
- Interprets and works from engineering drawings and modifies layouts as necessary
- Checks equipment parts and materials to ensure all necessary items are available for assigned project or operation
- Coordinates projects with planners, supervisors and lead workers to ensure equipment availability when work is to be done
- Utilizes an enterprise asset management system (EAM) to track assets and maintain records for the purpose of documenting required information
- Attends training sessions and assists in the training and education of new and existing employees by providing on-the-job training, general instructions, safety and emergency equipment training
- Maintains awareness and compliance of safe working practices relating to electrical work, solid waste processing and wastewater treatment
- Performs cleaning duties and other related projects to maintain clean and orderly conditions in the District facilities
- Performs related duties as assigned

MINIMUM QUALIFICATIONS

- Must have four years' experience as an electrician in a wastewater treatment plant, an industrial manufacturing plant, or directly related industry; or such combination of education and experience as may be accepted as equivalent
- Must possess a valid State of Minnesota Class A Journeyman license or higher
- Must possess a valid driver's license

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the installation, operation and maintenance of various types of electrical equipment, instruments and appliances and knowledge of the standards, practices, materials and processes of the electrical, instrument and computer trades
- Knowledge of and ability to repair electronic circuits
- Knowledge of the law, rules and standards relative to electrical construction, installation and safety
- Knowledge of and ability to implement and follow safe work practices and procedures including: 70E requirements, Confined Space Entry, Lockout / Tagout and Energy Control Procedures
- Knowledge of and ability to use computerized systems for plant operations, historical data tracking maintenance management systems and spreadsheet and word processing software
- Knowledge of and ability to respond to emergency conditions and develop an appropriate course of action
- Ability to diagnose and troubleshoot electrical and electronic equipment which includes PLCs and VFDs
- Ability to read and comprehend schematics, engineering drawings, owner manuals and specifications
- Ability to keep accurate records including the ability to use an enterprise asset management system as defined by the District
- Ability to work independently or as part of a team
- Ability to understand and follow both written and oral instructions
- Ability to establish and maintain positive and effective working relationships with coworkers, supervisors and the public

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

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 or airborne particles and toxic or caustic chemicals.
- Moving mechanical parts and the potential risk of electrical shock and vibration
- Loud noise and indoor and outdoor conditions, including all weather conditions

JOB DESCRIPTION

Title:	Electrician 3
Reports To:	Electrical Maintenance & Reliability Manager
FLSA Status:	Non-Exempt
FTE, Shift & Hours:	1.0 FTE; M-F (40 hours / week)
Pay Grade:	xx

DEFINITION

Under the direction of the Electrical Maintenance & Reliability Manager or other assigned supervisor, and with considerable latitude for independent action, the Electrician 3 performs skilled electrical work, which includes but is not necessarily limited to electrical equipment and system maintenance, oversight and completion of installations and troubleshooting non-operational equipment. This position provides mentorship and guidance of unlicensed electricians and instrument technicians to ensure activities are completed in a safe and code-compliant manner. The incumbent is responsible for providing quality service to internal and external customers through the timely and accurate completion of assigned tasks.

JOB FUNCTIONS

- Oversees work being performed by unlicensed electrical workers on electrical and electronic equipment and systems to maintain compliance with applicable electrical codes
- Performs installation of electrical raceways of various types, including the bending and shaping of metal conduit
- Installs and maintains electrical cables of various types and voltage ratings
- Installs and maintains transformers, switches, fuses, motors, VFDs, lights, UPS units and PLCs in District facilities
- Inspects and maintains electrical motors
- Modifies electrical installations of power, light and equipment of various types through District facilities
- Troubleshoots, repairs and tests a variety of electrical circuits, equipment, transformers, instruments, motors, VFDs and PLCs
- Installs, maintains, and repairs a variety of electronic and pneumatic instruments such as but not limited to metering devices, analyzers, transmitters, receivers, sensors, monitoring equipment and flow meters
- Interprets and works from engineered drawings and recommends modifications to installations as necessary
- Assembles material lists for project installations and system repairs
- Coordinates with all stakeholders and communicates project and repair statuses in a timely manner to support operational uptime
- Assists with review of project plans and equipment submittals to ensure the electrical codes are met and the installation will meet the long-term needs of the district
- Utilizes an enterprise asset management system (EAM) to ensure district equipment is maintained to manufacturer's recommendations and ensures an accurate record of the efforts

- Mentors and trains unlicensed electricians and instrument technicians
- Performs cleaning duties and other related projects to maintain clean and orderly conditions in the District facilities
- Actively engages in District safety culture, which includes recognizing concerns and submitting to the hazard reporting record system; participates in safety meetings and trainings
- Maintains a constant awareness of safe work practices and protocols; monitors compliance with District safety program to complete work without accidents or injuries
- Attends in-service training when required; assists in the training and guidance of other 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 certificate or degree in commercial and residential wiring, industrial electric technology or related field
- Three years' experience as an electrician in a wastewater treatment plant or industrial facility
- An equivalent combination of education and experience may also be considered

Licenses and Certifications

- Possess a valid State of Minnesota Class A Journeyworker license or higher
- Possess a valid driver's license

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Advanced knowledge of the installation, operation, troubleshooting and maintenance of various types of electrical equipment, instruments and devices
- Knowledge of control circuit repair and diagnostic techniques
- Knowledge of applicable codes (National Electrical Code – NEC) and safety standards related to electrical construction, installation and maintenance
- Knowledge of and ability to implement safe work practices and procedures including: NFPA 70E requirements, Confined Space Entry, Lock out/Tag out and Energy Control Procedures
- Knowledge of and ability to use computerized systems for plant operations, historical data tracking systems and standard office software applications
- Ability to work outside normal hours and respond to emergency situations as needed
- Ability to diagnose and troubleshoot electrical and electronic equipment
- Ability to read and comprehend plans, engineered drawings, owner manuals and specifications
- Ability to use and keep accurate records including interfacing with an EAM as defined by the District
- Ability to perform medium voltage switching and maintenance at substations and on power generation equipment (diesel and methane generators)
- Ability to work with various hand and power tools
- Ability to work independently or as part of a team
- Ability to understand, follow and provide written and oral instructions
- 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 overhead, 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 routinely lift and /or move up to 25 pounds and occasionally lift and/or move up to 50 pounds
- Ability to stay stationary for long periods of time
- Ability to work in confined spaces
- Ability 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:

- Airborne particles and dust, wastewater, fumes, gases, oils, greases, fuel and biosolids
- Moving mechanical equipment and occasionally exposed to the risk of electrical shock and vibration
- Occasionally work along highways, right of ways, and around equipment
- Loud noise, indoor and outdoor conditions, including all weather conditions and working in remote areas

Employee's Signature Date

Human Resources Signature Date

Memo

To: Board of Directors
From: Personnel
Date: March 23, 2026
Subject: Approval of IT Specialist 1 Job Description and Pay Grade

Attached to this memo you will find the proposed job description for the IT Specialist 1. During this review, the job description was revised to include updated job functions and consistency in format and language. Some job functions were modified to encompass current functions and technology.

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 post-secondary degree and two years' experience, which is no change from the existing job description.

Problem Solving and Accountability

This position works under the Director of Information Services and there are set procedures in place. There is some independent decision-making, and a low to moderate impact of these decisions.

Special Conditions

The Work Environment and Physical Demands were updated to align with 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 IT Specialist 1 was compared to the state's Electronics Technician (50% of 199 pts = 99.5 pts) and Information Specialist (50% of 238 pts = 119 pts) for a total of 218.5 pts, placing this classification at a grade 15. In the most recent review, the IT specialist 1 was again compared to the state's Electronics Technician (50% of 199 pts) and Information

Technology Specialist 1 (50% of 238 pts) for a total of 219 pts, rounded, placing the revised classification at a grade 15.

Placing this classification at a grade 15 aligns with the internal and external market.

Recommendation

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 IT Specialist 1 job description be placed at a grade 15.

	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"> • Post-secondary degree in related field • 2+ years' experience • Valid driver's license 	<ul style="list-style-type: none"> • Post-secondary degree in related field • 2+ years' experience • Valid driver's license
<ul style="list-style-type: none"> • Human relations skills 	<ul style="list-style-type: none"> • Provides effective communication to District personnel on changes to IS • Represents the District in transactions with vendors and contractors • Provides customer support to all District users • Ability to establish and maintain effective working relationships 	<ul style="list-style-type: none"> • Provides support to end users • Provides effective communication to District personnel on changes to IS • Represents the District in transactions with vendors and contractors • Ability to establish and maintain effective working relationships with internal and external stakeholders
<ul style="list-style-type: none"> • Managerial/Integrating skills 	<ul style="list-style-type: none"> • Under direct supervision of Director of Information Services • Ability to work independently with minimal supervision, prioritize tasks and meet deadlines • Ability to exercise good judgment and accept personal responsibility 	<ul style="list-style-type: none"> • Works under Director of Information Services or other assigned supervisor with latitude for independent action • Ability to exercise good judgment and accept personal responsibility
<ul style="list-style-type: none"> • Tech skills 	<ul style="list-style-type: none"> • Programming, installing upgrades, troubleshooting, maintaining system reliability, writing customized reports, 	<ul style="list-style-type: none"> • Programming • Troubleshooting and repair • Installation and updates • Ability to operate PC's and all related hardware and software

	<p>running system backups</p> <ul style="list-style-type: none"> • Knowledge of NIST and PCI compliance • LAN, WAN and VOIP system knowledge • Knowledge of PC's, work stations and operating systems 	
<p><u>Problem Solving</u></p> <ul style="list-style-type: none"> • The way in which the employee makes decisions and solves problems • Degree in which they have to think on their own 	<ul style="list-style-type: none"> • Works under supervision but exercises independent judgement • Must be able to troubleshoot and develop solutions independently • Must be able to work independently and make decisions 	<ul style="list-style-type: none"> • Works under supervision with latitude for independent action • Must be able to work independently and make decisions
<p><u>Accountability</u></p> <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 • Low to moderate level impact of decisions 	<ul style="list-style-type: none"> • Set procedures are in place • Low to moderate impact of decisions • Ability to complete responsibilities ethically and maintain confidentiality with sensitive information
<p><u>Special Conditions</u></p>	<ul style="list-style-type: none"> • Constantly operates a computer and other office equipment • Ability to stay stationary for long periods of time • Ability to be mobile over a wide variety of structures and surfaces 	<ul style="list-style-type: none"> • 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 10 pounds and occasionally 75 lbs

including ladders and ramps

- Ability to occasionally lift and/or move up to 50 pounds
- Capable of walking, reaching, bending and the ability to stand, kneel, stoop and crouch for extended periods

- Capable of walking, reaching, bending and the ability to stand, kneel, stoop and crouch for extended periods
- Ability to be mobile over a wide variety of structures and surfaces including ladders and ramps

IT Specialist I

Approved 8/22/2022

DEFINITION

Under the supervision of the Director of Information Services or other assigned supervisor, with latitude for independent action, an employee in this classification is required to operate, maintain and support the computers and equipment of the District's Information System. The IT Specialist I is responsible for providing first level support to end users to ensure operational tasks can be completed. The work involves resolving technical issues to the District's personal computers and related equipment, which can include programming, installing upgrades, troubleshooting, maintaining system reliability, writing customized reports, running system backups, providing training for District personnel and performing other related duties as assigned.

JOB FUNCTIONS

- Maintains the District's Information System and ensures the system is kept up to date as new technology is implemented, personnel profiles are added and system processes are adjusted
- Troubleshoots and provides solutions for a wide variety of common computer-related issues
- Installs software updates to the system
- Provides setup, support, troubleshooting and maintenance of computer equipment, printers and phones
- Maintains file security for user documents onsite and in the cloud
- Maintains user enrollment, security, disaster recovery plans, system records and monitors system performance
- Assists with network device racking installation, labeling and documentation
- Trains District personnel on technology and software usage
- Provides effective communication to District personnel on changes affecting the District's Information System
- Provides District personnel with assistance in writing customized reports
- Utilizes an enterprise asset management system (EAM) to track assets and maintain records for the purpose of documenting required information
- Ensures work requests and resolutions are properly documented
- Evaluates documented resolutions and analyzes trends to provide more effective support
- Represents the District in transactions with vendors and contractors
- Supports all District users of the Information System
- Performs cleaning duties and other related projects to maintain clean and orderly conditions
- Maintains a constant awareness of safe work practices
- Monitors compliance with the District Safety Program and Emergency Plan to complete work without accidents or injuries
- Assists in the training and education of other employees by providing on-the-job training, general instruction and specific training as required
- Utilizes appropriate resources such as software updates, drivers, knowledge base articles and SOPs in resolving support requests
- Ensures work performed adheres to strict security standards such as National Institute of Standards and Technology (NIST) and Payment Card Industry (PCI) compliance
- Performs related duties as assigned

MINIMUM QUALIFICATIONS

- Post-secondary degree in information systems, network administration, computer science or related field; or,
- Two years of progressively responsible experience working in IT; or,
- An equivalent combination of education and/or experience
- Possess a valid driver's license

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of personal computers, work stations and operating systems
- Knowledge of Local Area Networks (LAN), Wide Area Networks (WAN) and Voice Over IP (VOIP) systems
- Knowledge of basic input/output hardware interfaces such as printers and other computer peripherals
- Ability to provide a high level of detail in work
- Ability to effectively solve problems
- Ability to gather, interpret and organize files and data
- Ability to complete responsibilities ethically and maintain confidentiality with sensitive information
- Ability to maintain compliance with various contracts, policies, regulations, and procedures
- Ability to work independently with minimal supervision and effectively prioritize multiple tasks while meeting deadlines
- Ability to be flexible in adapting to changes in priorities, assignments and other interruptions that may impact deadlines
- Ability to understand and follow both written and oral instructions
- 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.

- Constantly operates a computer and other office equipment
- Ability to stay stationary for long periods of time
- Ability to be mobile over a wide variety of structures and surfaces including ladders and ramps
- Ability to occasionally lift and/or move up to 50 pounds
- Capable of walking, reaching, bending and the ability to stand, kneel, stoop and crouch for extended periods

WORK ENVIRONMENT

The work environment described here 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

JOB DESCRIPTION

Title:	IT Specialist 1
Reports To:	Director of Information Services
FLSA Status:	Non-Exempt
FTE, Shift & Hours:	1.0 FTE; M-F (40 hours / week)
Pay Grade:	xx

DEFINITION

Under direction of the Director of Information Services or other assigned supervisor, and with latitude for independent action, the IT Specialist 1 is responsible for operating, maintaining and supporting the computers and equipment of the District's Management Information System (MIS). The incumbent provides first-level support to end users to ensure operational tasks can be completed. This includes resolving technical issues with personal computers and related equipment through programming, installing upgrades, troubleshooting, maintaining system reliability, writing customized reports, running system backups and providing training for District staff.

JOB FUNCTIONS

- Maintains the District's MIS with an emphasis on computers and printers, and ensures the system is kept up to date as new technology is implemented, personnel profiles are added and system processes are adjusted
- Troubleshoots and provides solutions for a wide variety of common computer-related issues
- Installs, supports and updates desktop software application systems
- Provides setup, support, troubleshooting and maintenance of computer equipment, printers and phones
- Maintains file security for user documents onsite and in the cloud
- Maintains computer enrollment, security and system records, and monitors device performance
- Provides effective communication to District staff on changes affecting the MIS and provides training on relevant technology and software applications
- Provides District staff with assistance in writing customized reports
- Analyzes existing technologies, practices and procedures to identify opportunities for improving the performance, security and reliability of the District's computer systems
- Utilizes an enterprise asset management system (EAM) to track assets and maintain records for the purpose of documenting required information
- Ensures work requests and resolutions are properly documented

Revision	1/29/2026
Department	MIS

- Evaluates documented resolutions and analyzes trends to provide effective support
- Assists with network device racking installation, labeling and documentation
- Represents the District in transactions with vendors and contractors
- Supports all District users of the MIS
- Utilizes appropriate resources such as software updates, drivers, knowledge base articles and SOPs in resolving support requests
- Ensures work performed adheres to strict security standards such as National Institute of Standards and Technology (NIST) and Payment Card Industry (PCI) compliance
- Actively engages in District safety culture, which includes recognizing concerns and submitting to the hazard reporting record system; participates in safety meetings and trainings
- Maintains a constant awareness of safe work practices; monitors compliance with District safety program to complete work without accidents or injuries
- Attends in-service training when required; assists in the training and guidance of other 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 post-secondary degree in information systems, network administration, computer science or related field
- Minimum of two years' relevant experience
- An equivalent combination of education and experience may also be considered

Licenses and Certifications

- Possess a valid driver's license

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of personal computers, workstations and operating systems
- Knowledge of Local Area Networks (LAN), Wide Area Networks (WAN) and Voice Over IP (VOIP) systems
- Knowledge of basic input/output hardware interfaces such as printers and other computer peripherals
- Knowledge of Microsoft desktop and cloud platforms and their administration
- Knowledge of foundational Information Assurance principles
- Ability to provide a high level of detail in work
- Ability to effectively solve problems
- Ability to gather, interpret and organize files and data
- Ability to complete responsibilities ethically and maintain confidentiality with sensitive information
- Ability to maintain compliance with various contracts, policies, regulations and procedures
- Ability to work independently with minimal supervision and effectively prioritize multiple tasks while meeting deadlines
- Ability to be flexible in adapting to changes in priorities, assignments and other interruptions that may impact deadlines
- Ability to understand and follow both written and oral instructions
- Ability to establish and maintain effective working relationships with internal and external stakeholders

- Ability to independently research, learn and develop skills related to new and emerging technologies and concepts

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 10 pounds and occasionally lift and/or move up to 75 pounds
- Capable of walking, reaching overhead, bending and the ability to stand, kneel, stoop and crouch for extended periods
- Ability to be mobile over a wide variety of structures and surfaces including ladders, ramps, steep terrain and outdoor areas in all weather conditions

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, wastewater, fumes, gases, oils, greases, fuel and biosolids
- Moving mechanical equipment and occasionally exposed to the risk of electrical shock and vibration
- Occasionally work along highways, right of ways, and around equipment
- Loud noise, indoor and outdoor conditions, including all weather conditions and working in remote areas

Employee's Signature Date

Human Resources Signature Date

Memo

To: Board of Directors
From: Personnel Committee
Date: March 23, 2026
Subject: Approval of IT Specialist 2 Job Description and Pay Grade

Attached to this memo you will find the proposed job description for the IT Specialist 2. During this review, the job description was revised to include updated job functions and consistency in format and language. Some job functions were modified to encompass current functions and technology.

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 post-secondary degree and four years' experience, which is no change from the existing job description.

Problem Solving and Accountability

This position works under the Director of Information Services and there are set procedures in place. There is some independent decision-making, and a moderate impact of these decisions.

Special Conditions

The Work Environment and Physical Demands were updated to align with 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 IT Specialist 2 was compared to the state's Electronics Technician (25% of 199 pts = 49 pts) and Information Technology Specialist (75% of 238 pts = 178 pts) for a total of 228 pts, placing this classification at a grade 16. In the most recent review, the IT specialist 2 was again compared to the state's Electronics Technician (25% of 199 pts) and Information Technology Specialist 1 (75% of 238 pts) for a total of 228 pts, placing the revised classification at a grade 16.

Placing this classification at a grade 16 aligns with the internal and external market.

Recommendation

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 IT Specialist 2 job description be placed at a grade 16.

	Old Job Description	Proposed Job Description
<p>Hay Factors</p>		
<p><u>Know-How</u></p>		
<ul style="list-style-type: none"> • Technical knowledge 	<ul style="list-style-type: none"> • Post-secondary degree in related field • 4+ years' experience • Equivalent combination of education and/or experience • Valid driver's license 	<ul style="list-style-type: none"> • Post-secondary degree in related field • 4+ years' experience • Valid driver's license
<ul style="list-style-type: none"> • Human relations skills 	<ul style="list-style-type: none"> • Provides effective communication to District personnel on changes to IS • Represents the District in transactions with vendors and contractors • Assists in training and education of employees • Provides customer support to all District users • Ability to establish and maintain effective working relationships 	<ul style="list-style-type: none"> • Provides support to end users • Provides effective communication to District personnel on changes to IS • Represents the District in transactions with vendors and contractors • Ability to establish and maintain effective working relationships with internal and external stakeholders
<ul style="list-style-type: none"> • Managerial/Integrating skills 	<ul style="list-style-type: none"> • Under direct supervision of Director of Information Services • Ability to work independently with minimal supervision, prioritize tasks and meet deadlines • Ability to exercise good judgment and accept personal responsibility 	<ul style="list-style-type: none"> • Works under Director of Information Services or other assigned supervisor with latitude for independent action • Ability to exercise good judgment and accept personal responsibility

<ul style="list-style-type: none"> • Tech skills 	<ul style="list-style-type: none"> • Maintains complex systems • Server knowledge / operating systems • Database architecture and maintenance • Programming, installing upgrades, troubleshooting, maintaining system reliability, writing customized reports, running system backups • Knowledge of NIST and PCI compliance • LAN, WAN and VOIP system knowledge • Knowledge of PC's, work stations and operating systems 	<ul style="list-style-type: none"> • Advanced technical and software skills • Programming, installation, reliability • Ability to use a variety of advanced software; server and operating systems skills
<p><u>Problem Solving</u></p>		
<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 supervision but exercises independent judgement • Must be able to troubleshoot and develop solutions independently 	<ul style="list-style-type: none"> • Works under supervision with latitude for independent action
<ul style="list-style-type: none"> • Degree in which they have to think on their own 	<ul style="list-style-type: none"> • Must be able to work independently and make decisions 	<ul style="list-style-type: none"> • Must be able to work independently and make decisions
<p><u>Accountability</u></p>		
<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 • Moderate level impact of decisions 	<ul style="list-style-type: none"> • Set procedures are in place • Moderate impact of decisions • Ability to complete responsibilities ethically and maintain

	confidentiality with sensitive information
<p><u>Special Conditions</u></p> <ul style="list-style-type: none">• Constantly operates a computer and other office equipment• Ability to stay stationary for long periods of time• Ability to be mobile over a wide variety of structures and surfaces including ladders and ramps• Ability to occasionally lift and/or move up to 50 pounds• Capable of walking, reaching, bending and the ability to stand, kneel, stoop and crouch for extended periods	<ul style="list-style-type: none">• 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 10 pounds and occasionally 75 lbs• Capable of walking, reaching, bending and the ability to stand, kneel, stoop and crouch for extended periods• Ability to be mobile over a wide variety of structures and surfaces including ladders and ramps

IT Specialist II

DRAFT 9-27-2022

DEFINITION

Under the supervision of the Director of Information Services or other assigned supervisor, with latitude for independent action, an employee in this classification is required to operate, maintain and support the computers, servers and equipment of the District's Information System. The IT Specialist II is responsible for providing advanced software and technical support for end users to ensure tasks can be completed, systems are maintained and data is readily available. The work involves resolving technical issues to the District's personal computers, servers and related equipment, which can include programming, installing upgrades, troubleshooting, maintaining system reliability, writing customized reports, running system backups, providing training for District personnel and performing other related duties as assigned.

JOB FUNCTIONS

- Maintains the District's Information System and ensures the system is kept up to date as new technology is implemented, personnel profiles are added and system processes are adjusted
- Troubleshoots and provides solutions for a wide variety of common computer-related, server-related and software-related issues
- Installs software updates to the system
- Provides setup, support, troubleshooting and maintenance of computer equipment, servers, printers and phones
- Maintains, manages, monitors, upgrades, supports and troubleshoots complex software systems and databases used by the District
- Monitors backups and provides insight into Disaster Recovery improvements
- Ensures servers and software are running optimally for user interaction
- Maintains file, server and software security for user access onsite and in the cloud
- Maintains user enrollment, security, disaster recovery plans, system records and monitors system performance for both cloud and onsite
- Trains District personnel on technology and software usage
- Provides effective communication to District personnel on changes affecting the District's Information System
- Provides District personnel with assistance in writing customized reports
- Utilizes an enterprise asset management system (EAM) to track assets and maintain records for the purpose of documenting required information
- Ensures work requests and resolutions are properly documented
- Evaluates documented resolutions and analyzes trends to provide more effective support
- Assists with network and server device racking installation, labeling and documentation
- Represents the District in transactions with vendors and contractors
- Supports all District users of the Information System
- Performs cleaning duties and other related projects to maintain clean and orderly conditions
- Maintains a constant awareness of safe work practices
- Monitors compliance with the District Safety Program and Emergency Plan to complete work without accidents or injuries

- Assists in the training and education of other employees by providing on-the-job training, general instruction and specific training as required
- Utilizes appropriate resources such as software updates, drivers, knowledge base articles and SOPs in resolving support requests
- Ensures work performed adheres to strict security standards such as National Institute of Standards and Technology (NIST) and Payment Card Industry (PCI) compliance
- Performs related duties as assigned

MINIMUM QUALIFICATIONS

- Post-secondary degree in information systems, network administration, computer science or related field; or,
- Four years of progressively responsible experience working within server or software technology stacks; or,
- An equivalent combination of education and/or experience
- Possess a valid driver's license

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of personal computers, work stations and operating systems
- Knowledge of virtual server architectures such as VMWare and Hyper-V
- Knowledge of Server level operating systems
- Knowledge of database architecture and maintenance, preferably Microsoft SQL
- Knowledge of Local Area Networks (LAN), Wide Area Networks (WAN) and Voice Over IP (VOIP) systems
- Knowledge of basic input/output hardware interfaces such as printers and other computer peripherals
- Ability to troubleshoot and support the software architectural layers within complex applications
- Ability to provide a high level of detail in work
- Ability to effectively solve problems
- Ability to gather, interpret and organize files and data
- Ability to complete responsibilities ethically and maintain confidentiality with sensitive information
- Ability to maintain compliance with various contracts, policies, regulations and procedures
- Ability to work independently with minimal supervision and effectively prioritize multiple tasks while meeting deadlines
- Ability to be flexible in adapting to changes in priorities, assignments and other interruptions that may impact deadlines
- Ability to understand and follow both written and oral instructions
- 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.

- Constantly operates a computer and other office equipment
- Ability to stay stationary for long periods of time

- Ability to be mobile over a wide variety of structures and surfaces including ladders and ramps
- Ability to occasionally lift and/or move up to 50 pounds
- Capable of walking, reaching, bending and the ability to stand, kneel, stoop and crouch for extended periods

WORK ENVIRONMENT

The work environment described here 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

JOB DESCRIPTION

Title:	IT Specialist 2
Reports To:	Director of Information Services
FLSA Status:	Non-Exempt
FTE, Shift & Hours:	1.0 FTE; M-F (40 hours / week)
Pay Grade:	xx

DEFINITION

Under direction of the Director of Information Services or other assigned supervisor, and with latitude for independent action, the IT Specialist 2 is responsible for operating, maintaining and supporting the computers, servers and equipment of the District's Management Information System (MIS). The incumbent provides advanced software and technical support to end users to ensure tasks can be completed, systems are maintained and data is readily available. This includes resolving technical issues with personal computers, servers and related equipment through programming, installing upgrades, troubleshooting, maintaining system reliability, writing customized reports, running system backups and providing training for District staff.

JOB FUNCTIONS

- Maintains the District's MIS, with an emphasis on computers, servers and printers, and ensures the system is kept up to date as new technology is implemented, personnel profiles are added and system processes are adjusted
- Troubleshoots and provides solutions for a wide variety of common computer, server and software related issues
- Installs, supports, updates and maintains server and desktop systems and software applications in accordance with Information Assurance requirements
- Provides setup, support, troubleshooting and maintenance of computer equipment, printers and phones
- Maintains, manages, monitors, upgrades, supports and troubleshoots complex software systems and databases used by the District
- Monitors, maintains and enhances backup and recovery systems and contributes to improvements in disaster recovery capabilities in support of Information Assurance objectives
- Ensures servers and software are running optimally for user interaction
- Maintains file, server and software security for user access onsite and in the cloud
- Maintains user and computer enrollment, security, disaster recovery plans and system records, and monitors system performance both onsite and in the cloud
- Provides effective communication to District staff on changes affecting the MIS and provides training on relevant technology and software applications
- Provides District staff with assistance in writing customized reports
- Analyzes existing technologies, practices and procedures to identify opportunities for improving the performance, security and reliability of the District's Computer and Server Systems
- Utilizes an enterprise asset management system (EAM) to track assets and maintain records for the purpose of documenting required information
- Ensures work requests and resolutions are properly documented

- Evaluates documented resolutions and analyzes trends to provide effective support
- Assists with network device racking installation, labeling and documentation
- Represents the District in transactions with vendors and contractors
- Supports all District users of the Information System
- Utilizes appropriate resources such as software updates, drivers, knowledge base articles and SOPs in resolving support requests
- Ensures work performed adheres to strict security standards such as National Institute of Standards and Technology (NIST) and Payment Card Industry (PCI) compliance
- Actively engages in District safety culture, which includes recognizing concerns and submitting to the hazard reporting record system; participates in safety meetings and trainings
- Maintains a constant awareness of safe work practices; monitors compliance with District safety program to complete work without accidents or injuries
- Attends in-service training when required; assists in the training and guidance of other 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 post-secondary degree in information systems, network administration, computer science or related field
- Minimum of four years' relevant experience
- An equivalent combination of education and experience may also be considered

Licenses and Certifications

- Possess a valid driver's license

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Advanced knowledge of personal computers, workstations, servers and operating systems
- Knowledge of virtual server architectures, preferably VMWare and Hyper-V
- Knowledge of database architecture and maintenance, preferably Microsoft SQL
- Advanced knowledge of Local Area Networks (LAN), Wide Area Networks (WAN) and Voice Over IP (VOIP) systems
- Advanced knowledge of basic input/output hardware interfaces such as printers and other computer peripherals
- Knowledge of Microsoft desktop, server, and cloud platforms and their administration
- Knowledge of foundational Information Assurance principles
- Ability to troubleshoot and support the software architectural layers within complex applications
- Ability to provide a high level of detail in work
- Ability to effectively solve problems
- Ability to gather, interpret and organize files and data
- Ability to complete responsibilities ethically and maintain confidentiality with sensitive information
- Ability to maintain compliance with various contracts, policies, regulations and procedures
- Ability to work independently with minimal supervision and effectively prioritize multiple tasks while meeting deadlines
- Ability to work outside normal hours and respond to emergency situations as needed
- Ability to be flexible in adapting to changes in priorities, assignments and other interruptions that may impact deadlines

- Ability to understand and follow both written and oral instructions
- Ability to establish and maintain effective working relationships with internal and external stakeholders
- Ability to independently research, learn and develop skills related to new and emerging technologies and concepts

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 10 pounds and occasionally lift and/or move up to 75 pounds
- Capable of walking, reaching overhead, bending and the ability to stand, kneel, stoop and crouch for extended periods
- Ability to be mobile over a wide variety of structures and surfaces including ladders, ramps, steep terrain and outdoor areas in all weather conditions

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, wastewater, fumes, gases, oils, greases, fuel and biosolids
- Moving mechanical equipment and occasionally exposed to the risk of electrical shock and vibration
- Occasionally work along highways, right of ways, and around equipment
- Loud noise, indoor and outdoor conditions, including all weather conditions and working in remote areas

Employee's Signature Date

Human Resources Signature Date

Memo

To: Board of Directors
From: Personnel Committee
Date: March 23, 2026
Subject: Approval of Systems Administrator Job Descripton and Pay Grade

Attached to this memo you will find the proposed job description for the Systems Administrator. During this review, the job description was revised to include updated job functions and modernized technology, as well as consistency in formatting and language. Advanced level of knowledge was added in KSA's to reflect progressive nature of MIS job family.

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 bachelor's degree and three years' experience, which is no change from the existing job description.

Problem Solving and Accountability

This position works under the Director of Information Services and there are set procedures in place; however, this position does also develop SOP's. There is a relatively high level of independent decision-making, and a moderate to high impact of these decisions.

Special Conditions

The Work Environment and Physical Demands were updated to align with 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 Systems Administrator was compared to the state's Information Technology Specialist I at 238 pts, placing this classification at a grade 17. In the most recent review, the Systems Administrator was compared to the Information Technology Specialist 2

(50% of 282 pts = 141 pts) and Electronics Technician, Senior (50% of 233 pts = 117 pts) for a total of 258 pts, placing the revised classification at a grade 18.

Placing this classification at a grade 18 aligns with the internal and external market.

Recommendation

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 Systems Administrator job description be placed at a grade 18.

	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"> • Graduation from accredited college or university with degree in computer science, MIS or related • 3 years' experience • Valid driver's license 	<ul style="list-style-type: none"> • Bachelor's degree in IS, network admin, computer science or related • 3 years' experience • Valid driver's license
<ul style="list-style-type: none"> • Human relations skills 	<ul style="list-style-type: none"> • Assist staff and conduct training • Maintains effective working relationships with fellow employees, supervisors, contractors and general public 	<ul style="list-style-type: none"> • Provides effective communication to District personnel on changes to IS • Represents the District in transactions with vendors and contractors • Ability to establish and maintain effective working relationships with internal and external stakeholders
<ul style="list-style-type: none"> • Managerial/Integrating skills 	<ul style="list-style-type: none"> • Under supervision of Director of Information Services • Ability to work independently with minimal supervision, prioritize tasks and meet deadlines 	<ul style="list-style-type: none"> • Works under Director of Information Services or other assigned supervisor with considerable latitude for independent action • Ability to work independently with minimal supervision, prioritize tasks and meet deadlines
<ul style="list-style-type: none"> • Tech skills 	<ul style="list-style-type: none"> • Various network, desktop, server operating systems, software, protocols, configurations and security for Microsoft, VMware, Cisco, et. al. 	<ul style="list-style-type: none"> • Network, desktop, server and cloud architectures • Information Assurance controls and security architectures • Advanced technical skills related to PC's and

	<ul style="list-style-type: none"> Advanced technical skills related to PC's and associated software 	<p>associated software</p>
<p><u>Problem Solving</u></p> <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 supervision but exercises independent judgement Must be able to troubleshoot and develop solutions independently 	<ul style="list-style-type: none"> Works under supervision with latitude for considerable independent action Maintains a high level of independence and decision making
<ul style="list-style-type: none"> Degree in which they have to think on their own 	<ul style="list-style-type: none"> Must be able to work independently and make decisions 	<ul style="list-style-type: none"> Must be able to work independently and make decisions
<p><u>Accountability</u></p> <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; develops SOP's Moderate to high level impact of decisions 	<ul style="list-style-type: none"> Set procedures are in place; develops SOP's Moderate to high impact of decisions Ability to complete responsibilities ethically and maintain confidentiality with sensitive information
<p><u>Special Conditions</u></p>	<ul style="list-style-type: none"> Constantly operates a computer and other office equipment Ability to stay stationary for long periods of time Ability to be mobile over a wide variety of structures and surfaces including ladders and ramps Ability to occasionally lift and/or move up to 50 pounds Capable of walking, reaching, bending and 	<ul style="list-style-type: none"> 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 10 pounds and occasionally 75 lbs Capable of walking, reaching, bending and the ability to stand, kneel, stoop and crouch for extended periods Ability to be mobile over a wide variety of

the ability to stand,
kneel, stoop and crouch
for extended periods

structures and surfaces
including ladders and
ramps

SYSTEMS ADMINISTRATOR

APPROVED: 10/2019

DEFINITION

Under the supervision of the Director of Information Services or other assigned supervisor with latitude for independent action, an employee in this classification is required to ensure all MIS (Management Information Systems) Portfolios (applications, infrastructure, and projects,) including, but not limited to, server and storage, software, network, end-user devices and new systems are optimally, safely, and securely providing the District with their intended business function.

JOB FUNCTIONS

The System Administrator is a position that encompasses several MIS-related technical disciplines. An employee within the System Technician classification will have primary and secondary responsibilities on core applications and infrastructure, but at times may be responsible for any asset within the MIS Portfolio.

- Monitor, analyze, troubleshoot, maintain and configure to ensure all applications and infrastructure within the MIS Portfolio
- Facilitate, coordinate, develop, and participate in both near and long-term key infrastructure, application, and project improvements as related to the MIS Portfolios.
- Develop and enforce security, privacy, and management policies for all assets within the MIS Portfolio
- Optimize applications and infrastructure assets by monitoring, evaluating and testing for reactive and preventative resolutions
- Progressively expand knowledge of current and potential MIS Portfolio asset best practices and procedures
- Develop and maintain documentation for all assets within the MIS Portfolio
- Understand existent and emergent threats
- Assist and conduct training and education of District staff
- Performs cleaning duties and other related projects to maintain clean and orderly conditions in the District facilities
- Maintains effective working relationships with fellow employees, supervisors, contractors, and the general public
- Monitors compliance with the District Safety Program to complete work without accidents or injuries
- Attends in-service training as required by supervisor
- Performs related duties as assigned

MINIMUM QUALIFICATIONS

- Graduation from an accredited college/university with a degree in computer science, management information systems, or related discipline and a minimum of three years verifiable system or network administration experience; or graduation from an accredited technical school with a degree in computer science, management information systems or related discipline and a minimum of five years verifiable system or network administration experience

- Possess a valid driver's license

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent working technical knowledge of current network, desktop, server operating systems and software, protocols, configurations, and security for, but not limited to Microsoft, VMware, and Cisco
- Strong knowledge of hardwired and wireless local and wide area network administration.
- Strong knowledge of virtualized server and storage architectures
- Strong knowledge of database management, both structured and unstructured, including, but not limited to Microsoft SQL
- Understanding of Enterprise Resource Planning, Enterprise Asset Management, IT Asset Management, Supervisory Control and Data Acquisition or other real time system, and Data Warehousing
- Must be detail orientated and have strong problem-solving skills
- Ability to gather, interpret and organize files and data
- Ability to complete responsibilities ethically and maintain confidentiality with sensitive information
- Ability to maintain compliance with various contracts, policies, regulations, and procedures
- Possess clear and effective written and verbal communications skills
- Ability to work independently with minimal supervision and effectively prioritize multiple tasks while meeting deadlines
- Ability to be flexible in adapting to changes in priorities, assignments, and other interruptions that may impact deadlines
- Ability to understand and follow written and oral instructions and to establish and maintain effective working relationships in a team environment with co-workers, internal customers and external customers

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 be mobile over a wide variety of structures and surfaces including ladders and ramps
- Capable of reaching overhead and bending over
- Ability to occasionally lift and/or move up to 50 pounds

WORK ENVIRONMENT

The work environment described here is representative of that 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

JOB DESCRIPTION

Title:	Systems Administrator
Reports To:	Director of Information Services
FLSA Status:	Non-Exempt
FTE, Shift & Hours:	1.0 FTE; M-F (40 hours / week)
Pay Grade:	xx

DEFINITION

Under the direction of the Director of Information Services or other assigned supervisor, and with considerable latitude for independent action, the Systems Administrator is responsible for the management, operation and security of enterprise applications and supporting infrastructure within the Management Information System (MIS) Portfolio, ensuring availability, compliance and alignment with existing policies, Information Assurance standards, and overall mission requirements.

JOB FUNCTIONS

- Monitors, analyzes, troubleshoots, maintains and configures the software, hardware and data systems that comprise the application and infrastructure within the MIS Portfolio
- Facilitates, coordinates and contributes to near- and long-term infrastructure, application and project improvements related to the MIS Portfolio and serves as Project Lead for assigned projects through their full lifecycle
- Develops and enforces security, privacy and management policies for all assets within the MIS Portfolio
- Optimizes applications and infrastructure assets by monitoring, evaluating and testing for reactive and preventative resolutions
- Progressively expands knowledge of current and potential MIS Portfolio asset best practices and procedures
- Develops and maintains documentation for all assets within the MIS Portfolio
- Ensures Information Assurance by understanding, analyzing and protecting against existing and emergent threats
- Provides effective communication to District staff on changes affecting the District's MIS and provides training on relevant technology and software applications
- Represents the District in interactions with vendors and contractors
- Evaluates emerging technology and recommends improvements that enhance the effectiveness, security and resiliency of the District's MIS
- Ensures the confidentiality, integrity and appropriate handling sensitive District data in accordance with Information Assurance principles and applicable policies
- Implements and supports compliance with applicable federal, state and local information security, privacy and data protection regulations and standards ensuring adherence to established frameworks such as National Institute of Standards and Technology (NIST) and Payment Card Industry (PCI)
- Administers and enforces role-based access controls and least-privilege principles to protect sensitive systems and data within the MIS Portfolio
- Develops SOPs and other training materials

- Actively engages in District safety culture, which includes recognizing concerns and submitting to the hazard reporting record system; participates in safety meetings and trainings
- Maintains a constant awareness of safe work practices; monitors compliance with District safety program to complete work without accidents or injuries
- Attends in-service training when required; assists in the training and guidance of other 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 bachelor's degree in information systems, network administration, computer science or related field
- Minimum of three years' relevant experience
- An equivalent combination of education and experience may also be considered

Licenses and Certifications

- Possess a valid driver's license

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Advanced technical knowledge of enterprise network, desktop, server and cloud architectures, including operating systems, protocols and configurations across on-premises and cloud environments
- Advanced knowledge of Information Assurance controls and security architectures, including secure remote access (VPN), network segmentation (VLANs), zero-trust architecture, network isolation and cloud "as-a-service" models (IaaS, PaaS, SaaS, SECaaS) across environments including but not limited to Microsoft, VMware and Fortinet
- Strong knowledge of hardwired and wireless local and wide area network administration (WAN)
- Strong knowledge of virtualized server and storage architectures
- Strong knowledge of database management, both structured and unstructured, including, but not limited to Microsoft SQL
- Strong foundational knowledge of Information Assurance best practices implementation and operation
- Strong knowledge of Enterprise Resource Planning, Enterprise Asset Management, IT Asset Management, Supervisory Control and Data Acquisition (SCADA) or other real time systems and Data Warehousing
- Ability to problem solve and maintain a high level of detail
- Ability to gather, interpret and organize files and data
- Ability to complete responsibilities ethically and maintain confidentiality with sensitive information
- Ability to maintain compliance with various contracts, policies, regulations and procedures
- Ability to effectively communicate in written and verbal form
- Ability to work independently with minimal supervision and effectively prioritize multiple tasks while meeting deadlines
- Ability to work outside normal hours and respond to emergency situations as needed
- Ability to be flexible in adapting to changes in priorities, assignments and other interruptions that may impact deadlines
- 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.

- 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 10 pounds and occasionally lift and/or move up to 75 pounds
- Capable of walking, reaching overhead, bending and the ability to stand, kneel, stoop and crouch for extended periods
- Ability to be mobile over a wide variety of structures and surfaces including ladders, ramps, steep terrain and outdoor areas in all weather conditions

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, wastewater, fumes, gases, oils, greases, fuel and biosolids
- Moving mechanical equipment and occasionally exposed to the risk of electrical shock and vibration
- Occasionally work along highways, right of ways, and around equipment
- Loud noise, indoor and outdoor conditions, including all weather conditions and working in remote areas

Employee's Signature Date

Human Resources Signature Date

Memo

To: Board of Directors
From: Operations and Planning Committee
Date: March 23, 2026
Subject: Approval of Professional Services Agreement - RFP #1505 - Major Pump Station Assessment (Revised)

Project Background

As a component of the wastewater collection and conveyance system, the District operates 17 pump stations ranging in size from 0.3 to 48 million gallons per day (MGD). Fourteen of the pump stations are classified as small or medium sized facilities. Three pump stations are considered large, or major, pump stations as characterized by:

- Daily flow measurements of 18-21 MGD.
- Large horsepower pumps (200 H.P. to 600 H.P.)
- At least one pump always running (in contrast to the smaller pump stations where pumps cycle intermittently as sewage accumulates in the wet wells).

The major pump stations operated by the District include the Cloquet, Scanlon and Knowlton Creek pump stations.

The Cloquet Pump Station takes flow from Sappi, USG, the City of Cloquet, and points west of the City of Cloquet. The Scanlon Pump Station takes flow from the Cloquet Pump Station in addition to flow from the cities of Wrenshall, Carlton, and Scanlon, Twin Lakes Township and Jay Cooke State Park. The Knowlton Creek Pump Station takes flow from the Scanlon Pump Station in addition to the City of Proctor, Thomson Township (Esko), and portions of West Duluth. In general, these three large pump stations handle flows from the majority of the south and west portions of the District.

These three pump stations were originally constructed in 1976, 1975, and 1975, respectively, and are at, or nearing the end of their functional life.

Scope of Work

District Staff intends to hire an engineering consultant to evaluate these three pump stations. The evaluation will include a review of current conditions and operating metrics, short-term maintenance and improvement projects required to keep the pump stations operating reliably, energy efficiency improvements, and long-term plans for the rehabilitation or replacement of the pump stations.

The scope of these assessments will include pump and pump motor assessments, general electrical assessment, general mechanical assessment, structural assessment, HVAC assessment, cost estimating, and a general overall condition assessment of the pump stations.

The purpose of these assessments will be to determine the short-term capital needs of the pump stations and the optimal path forward for the rehabilitation or reconstruction of the pump stations. This information will be used by the District in budgeting and planning, including the 2027 wastewater capital budget and the 10-year Capital Improvement Plan. The assessments will also be used in securing funding for these major reconstruction or rehabilitation projects.

Request for Proposals Evaluation

RFP #1501 was issued for in October 2025 for this pump station assessment work. A total of six proposals were received from the following consultants for this work:

- AE2S
- Barr Engineering
- CDM Smith
- HR Green
- Kimley-Horn
- SEH, Inc.

An internal seven-member evaluation team was formed, comprised of representatives from the engineering, conveyance, electrical, planning, and operations teams to evaluate the proposals. After an initial review and scoring of the proposals using standardized Qualification Based Selection (QBS) criteria, the following three firms were selected to continue on to a formal panel interview process:

- CDM Smith
- Kimley-Horn
- SEH, Inc.

In the interview process Kimley-Horn emerged as the strongest candidate for this project with their broad and extensive overall expertise, pump evaluation capabilities, funding knowledge, and experience with industrial wastes. It should be noted that the evaluation committee also scored Kimley-Horn highest during the initial QBS evaluations of the six proposals received.

Schedule

The schedule proposed by Kimley-Horn to complete this work is as follows:

- Executed Agreement: April 2026
- Wet Well Inspections Phase 1: Summer 2026
- Preliminary Overall Pump Station Assessment Report: August 2026
- Wet Well Inspections Phase 2: October 2026
- Final Assessment Report for first Pump Station: November 2026
- Final Assessment Reports for second and third Pump Station: January 2027
- Final Overall Pump Station Assessment Report: January 2027

Budget

This project is funded in the 2026 approved wastewater capital budget in the amount of \$600,000. Kimley-Horn's proposal for professional services was for the not to exceed amount of \$596,450.

Recommendation

The Operations and Planning Committee recommends that the Board approve entering into a professional services agreement with Kimley-Horn for the Major Pump Station Assessments Project for an amount not to exceed \$596,450.

This work will be funded from the 2026 wastewater capital budget for the Major Pump Station Assessments Project (# 101271).

Memo

To: Board of Directors
From: Operations and Planning Committee
Date: March 23, 2026
Subject: Approval of Professional Services Agreement – Arc-Flash Study: Collection System

Project Background

An arc-flash is a dangerous electrical explosion caused by faults in an electrical system. An arc-flash study is a professional engineering analysis of the electrical system of a facility that calculates the potential incident energy and identifies hazards from a prospective arc-flash explosion. A study of this nature is essential to employee safety and is required to identify and mitigate the occurrence of potential arc-flash hazards, determine incident energy workers may be exposed to, provide recommendations for proper PPE levels, establish safe work boundaries, and labelling to ensure OSHA and NFPA safety compliance for electrical workers. A comprehensive study of this nature has not been done collectively for the pump stations within the District conveyance system.

Scope of Work

District staff requested and received a proposal from Barr Engineering to perform an arc-flash assessment for the 17 pump stations in the WLSSD conveyance system. Barr Engineering will model the electrical system at each District pump station using power system modeling software. The modeling will include relevant distribution equipment, cable, and protective devices starting at the utility feed point at each site. Protective devices will be modeled appropriately using verified field data and manufacturer data. Arc-flash analysis will be performed to determine the incident energy level and arc-flash protection boundary at locations where energized work could be performed at each site. Labels will be provided for each panel to communicate arc-flash potential to electrical workers. Barr Engineering will provide recommendations for arc-flash mitigation at locations where exposure to high incident energy levels exists. Electrical one-line diagrams will be updated for each pump station.

Final arc-flash study recommendations will be incorporated into the District's 10-year capital improvement plan.

Schedule and Budget

The assessments at each pump station will begin in April following Board approval and will conclude by July 2026 with a final report. Barr proposes to provide the services listed above on a time-plus-expense basis up to \$81,000 in accordance with WLSSD professional services terms and conditions.

Recommendation

The Operations and Planning Committee recommends that the Board approve entering into an agreement with Barr Engineering for professional services associated with completing the Arc-Flash Study for the Collection System, in the amount not to exceed \$81,000.

This will be funded from the approved 2026 wastewater capital budget Arc-Flash Study: Collection System (Project # 101265).

Memo

To: Board of Directors
From: Operations and Planning Committee
Date: March 23, 2026
Subject: Approval of Change Order #8 – HVAC Modifications – Secondary Clarifier Rehabilitation Project

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 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 fall of 2025 pricing was requested for design changes to the HVAC system intended for the project. The original project plans called for the installation of multiple split air conditioning units. Instead of installing multiple units, it was determined to be more desirable to have a single roof top unit. The cost of upgrading the District's Niagara building automation system (BAS) to be server based is also included in this change order due to the fact the additional Building 4 HVAC devices will exceed the capacity of the current system.

Scope of Work

- Provide a rooftop air handling unit (RTU) in lieu of split-system air conditioners for cooling the Building 4 electrical room.
- Install the structural support beams to support the RTU.
- Patch the roof membrane and seal penetrations.
- Provide a Niagara BAS server, incorporate monitoring and alarms for new the RTU and clarifier exhaust fans.

Budget Summary

The Secondary Clarifier Rehabilitation Project is funded from the 2024 and 2025 capital budgets in the amount of \$40,445,896. The project is utilizing \$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 (PFA).

Project Phase	Cost
Design and Bidding Phase Professional 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

Change Order Summary	Cost
CO #1 Bidirectional Knife Gate Valve	\$25,997.00
CO #2 36" RAS Valve	\$146,795.00
CO #3 Exposed Rebar Repair	\$93,586.00
CO #4 Miscellaneous Work Change Directives	\$89,469.00
CO #5 Tile Drainage	\$248,299.00
CO #6 Milestone Requirements	\$0.00
CO #7 Clarifier Dome Flashing	\$249,180.00
CO #8 HVAC Upgrades	\$227,326.28
Total Change Orders	\$1,080,652.28
Construction Contingency (5%)	\$1,735,730.00
Remaining Contingency	\$665,077.72

Schedule

The work approved in this change order will commence immediately upon approval and will have no impact on project completion dates.

Recommendation

The Operations and Planning Committee recommends that the Board approve Change Order #8 to McGough Construction Co. in the amount of \$227,326.28.

This work will be funded from the Secondary Clarifier Rehabilitation Project (Project #101208).

Memo

To: Board of Directors
From: Operations and Planning
Date: March 23, 2026
Subject: Approval of Professional Services Agreement – Cloquet Discharge Forcemain Assessment

Project Background

Sappi is proposing to construct a 250' x 200' concrete byproducts storage pad immediately east of the Cloquet surge pond and directly over the discharge forcemain of the Cloquet Pump Station. The forcemain leaving the Cloquet Pump Station was constructed in the mid 1970s and is a 30" diameter fiberglass pipe. Fiberglass pipe manufactured from this time period has a history of being problematic due to manufacturing defects. Prior to the proposed construction of the concrete pad, the District intends to conduct an engineering review of the construction site and engineering design plans.

The District is currently working with HR Green for design services related to the Cloquet Pond Liner Replacement project and has additionally requested a proposal for an assessment Cloquet Pump Station discharge forcemain. The intent of the assessment is to determine the condition of the forcemain pipe and to understand the impacts of potential increased traffic and load on this asset.

Scope of Work

The scope of this assessment will include:

- Geotechnical evaluation of the soils in the proposed pad area
- Structural analysis of existing fiberglass pipe in the proposed pad area
- Structural analysis of existing fiberglass pipe in the wood chip stockpile areas
- Analysis of best practices regarding permanent construction within District easement

Schedule and Budget

The proposed schedule to complete this assessment is as follows:

- Board Approval: April 2026
- Geotechnical Investigation: Late-April 2026
- Geotechnical Report Issued: Early-May 2026
- HR Green Analysis Complete: Late-May 2026

The HR Green proposal for this work is \$24,339 which includes costs to conduct soil borings in the study area.

Recommendation

The Operations and Planning Committee recommends that the Board approve entering into a professional services agreement with HR Green for the Cloquet Discharge Force Main Assessment Project for an amount not to exceed \$24,339.

This work will be funded from the 2026 wastewater capital budget discretionary fund, project #101301.

MEDIATED SETTLEMENT AGREEMENT AND RELEASE

THIS MEDIATED SETTLEMENT AGREEMENT AND RELEASE (this “Agreement”) is fully effective upon formal approval by the Board of the Western Lake Superior Sanitary District (the “Effective Date”), and is entered into by the Western Lake Superior Sanitary District on behalf of itself, and to the full extent of its legal authority to bind them, its officers, employees, Board members, representatives, successors and assigns (hereinafter collectively referred to as “WLSSD”), and the following parties (hereinafter sometimes referred to jointly and severally as the “Defending Parties”) on behalf of themselves, and each of their officers, employees, shareholders, board of directors, representatives, successors, assigns, subcontractors, subconsultants, sureties, subrogees and their heirs, personal representatives, successors, assigns and subrogees:

1. Shank Constructors, Inc. (“Shank Constructors”)
2. PEC Solutions, LLC dba Parsons Electric or Archkey Parsons Electric (“Parsons”)
3. Clarke Energy USA, Inc.

The Defending Parties identified above and WLSSD shall sometimes be referred to collectively herein as the “Parties” or individually as a “Party.”

RECITALS

WHEREAS, WLSSD provides wastewater and solid waste services and oversight for a 530-square mile region around Duluth, Minnesota.

WHEREAS, WLSSD retained Donohue & Associates, Inc. to provide engineering, design, plans, specifications, bid documents and contract administration services for the Project referred to as the CHP – Biogas Engine Generators and Siloxane Removal Project, District Bid No. 1445. The project included the design of a biogas hydrogen sulfide polishing system, biogas siloxane removal system, an engine generator and heat recovery system and replacement of an existing 480 V unit substation, along with associated improvements to the existing waste treatment facility (the “Project”).

WHEREAS, on April 8, 2022, WLSSD entered into a written agreement with Shank Constructors (the “Shank WLSSD Agreement”) to complete construction work on the Project in accordance with the plans and specifications prepared by Donohue, including but not limited to

sitework, yard piping, process piping and equipment, plumbing, heating, ventilation, air conditioning, electrical, and instrumentation and control for the Project.

WHEREAS, Shank Constructors retained subcontractors and suppliers to provide labor, material and services required to complete its work on the Project, including Parsons and Clark Energy USA, Inc.

WHEREAS, subsequent to commencement of the Project, a dispute arose between WLSSD and Shank Constructors regarding the schedule and sequence of the work, the timeliness of payments and progress on the Project and compensation for changes to the Project (the "Disputed Issues").

WHEREAS, WLSSD and Shank Constructors each asserted claims against the other seeking to recover damages attributed to the acts, omissions and alleged breach of contract by the other related to the Disputed Issues, and WLSSD withheld payments claimed by Shank Constructors as due for its work on the Project.

WHEREAS, WLSSD and Shank Constructors each denied liability to the other.

WHEREAS, Shank Constructors alleged that in the event it was liable to WLSSD for claims asserted by WLSSD that its subcontractors or suppliers, including Parsons and Clark Energy USA, Inc., shared some or all of the responsibility for such liability.

WHEREAS, Parsons and Clarke Energy USA, Inc., denied liability to Shank Constructors or WLSSD for any of the Disputed Issues and sought full payment of amounts claimed as due under their respective written subcontract agreements with Shank Constructors (the "Subcontracts").

WHEREAS, the Parties agreed to participate in a Mediation wherein they agreed to identify, negotiate and work to resolve existing claims between the Parties regarding the Disputed Issues using Mediator Mark J. Heley of the Heley Duncan & Melander, PLLP law firm (the Mediator).

WHEREAS, the Parties now desire to resolve and settle all claims, liability and damages arising from the Disputed Issues, any withholding of payments, any delays in performance or payments and the amount of any final payments due for work provided on the Project, per this written Agreement. It is the mutual intent of the Parties that by this Agreement they will be finally resolving all Disputed Issues while at the same time preserving all existing warranties, rights and claims under the Subcontracts, the Shank WLSSD Agreement and/or as otherwise provided by law related to any future claims that may arise, all as set forth in this Agreement. The Subcontracts and the Shank WLSSD Agreement shall be collectively referred to herein as the "Contracts."

NOW, THEREFORE, in consideration of the mutual covenants, releases, terms and conditions contained in this Agreement and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the undersigned Parties agree as follows:

1. RELEASE OF CLAIMS.

A. In consideration of the sums described in the exhibits identified in Paragraph 2 below, the sufficiency of which is hereby acknowledged, WLSSD and the Defending Parties hereby mutually release and forever discharge each other and each other's respective insurers, sureties, successors, parents, affiliates, attorneys, assigns, agents, employees, and the officers, directors, assigns, and members of each from any and all claims, demands, actions, suits and causes of action, damages liabilities including civil penalties, as well as costs, expenses and attorneys' fees related to the Disputed Issues (the "Released Claims").

B. WLSSD and Defending Parties understand and expressly agree that the Released Claims include all unknown damages and consequences as of the Effective Date of this Agreement, related to the Disputed Issues.

C. Notwithstanding any language to the contrary herein, the Parties recognize and agree that the Released Claims do not include the release of 1) any existing warranties provided by Shank Constructors, its subcontractors or suppliers, or others, and/or 2) any claim other than those related to the Disputed Issues, including but not limited to claims arising out of design or construction defects discovered by WLSSD subsequent to the Effective Date of this Agreement.

D. Notwithstanding anything to the contrary in this Agreement, the Released Claims do not include the release of any claims by the Parties to this Agreement against any other Parties to this Agreement for contribution or indemnity arising from claims made in the future against a Party to the Agreement.

2. CONSIDERATION.

A. Consideration for WLSSD. WLSSD agrees that in return for the Released Claims, the remaining terms of this Agreement and other good and valuable consideration, that it shall

accept or make payments in the amounts set forth in Exhibit A in full settlement and satisfaction of its claims asserted as of the Effective Date of this Agreement.

B. Consideration for Defending Parties. Each of the Defending Parties agrees to accept or pay the consideration described in their respective Exhibits described below in exchange for the Released Claims as set forth in Paragraph 1 above and the other terms and conditions of this Agreement.

- Exhibit B – Consideration for Shank Constructors, Inc.
- Exhibit C – Consideration for PEC Solutions LLC dba Parsons Electric and Archkey Parsons Electric
- Exhibit D – Consideration for Clarke Energy USA, Inc.

All payments due per this Agreement shall be made no later than March 3, 2026, through checks payable to the Heley, Duncan & Melander, PLLP trust account (Tax Identification Number 41-1568575) and delivered to Mediator Mark Heley at Heley, Duncan & Melander, PLLP, 8500 Normandale Lake Blvd., Suite 920, Minneapolis, MN 55437.

C. Consideration. All Parties hereto acknowledge the sufficiency of the consideration for this Agreement, but further agree that such consideration shall be as set forth in the exhibits referenced below in accordance with the following terms:

- (1) Exhibits A through D shall be separately provided by electronic mail to counsel for the respective Party identified with said Exhibits.
- (2) Exhibits A through D shall be held by the Mediator and shall not be disclosed to any of the other Parties unless and until the Mediator determines, in his sole discretion, that it is necessary to disclose the contents of one or more of said Exhibits in order to effectuate and enforce the terms of this Mediated Settlement Agreement and Release.
- (3) In the event checks are not provided to Mediator by the deadline date established in Paragraph 2.B. above then Mediator is hereby authorized to advise counsel for any party receiving payment of the identity of any Party that have not made payments, and counsel for those Parties receiving payment may contact non-paying Parties directly to pursue payments required by this Agreement.

- (4) Notwithstanding any language to the contrary, this Agreement and the WLSSD's Exhibit A shall be made public as required by applicable law upon full execution of this Agreement. The amounts to be paid or received by the individual Defending Parties to this Agreement shall remain confidential.

D. Attorney Fees and Costs. Each party shall bear its own costs, disbursements and attorneys' fees as incurred.

3. NO ADMISSION OF LIABILITY.

The Parties recognize and agree that this Agreement and the settlement are a compromise of disputed claims and that the consideration accepted and paid hereunder is not intended nor shall it be construed by anyone to be an admission of liability or of the merit of any claims or defenses by or on behalf of any of the Parties, by whom all such liability or claims are expressly denied, said Parties intending by this Agreement and settlement merely to avoid litigation and buy their peace.

4. LIABILITY OF SETTLING PARTIES EXTINGUISHED.

It is understood and agreed that the purpose, intent and legal effect of this Agreement is to extinguish the entire liability of the Defending Parties to each other and to WLSSD with regard to the Released Claims and to extinguish the entire liability of WLSSD to the Defending Parties with regard to the Released Claims as set out in Paragraph 1 and to bar forever any recovery by way of subrogation, indemnity, contribution or any other claim for damages or in equity, against any Party by any other Party to this Agreement or any third party regarding the Released Claims.

If any Party to this Agreement has made, or in the future makes or pursues any claim against a third entity, party or person who is not a Party to this Agreement, which claim is related to or arises out of the Released Claims or this Agreement, then the Party making such claims shall to the fullest extent permitted by law indemnify, defend and hold harmless the other Parties to this Agreement from any claims for contribution, indemnity, subrogation or other reimbursement of such third party.

5. **EXECUTION OF CLOSING DOCUMENTS.**

Upon execution of this Agreement and satisfaction of any conditions, the Parties, by their counsel, will supply and execute documents as required to finalize any pay applications, resolve outstanding change orders, secure final payments and close out the Contracts for this Project.

6. **BINDING EFFECT.**

The terms of this Agreement shall be binding upon and be enforceable against and shall inure to the benefit of the Parties hereto and the officers, directors, board members, commissioners, shareholders, successors, assigns and members of each. The Parties hereto acknowledge that this Agreement was the result of a mediation conducted by Mark J. Heley (the “Mediator”) and that they each received in writing mediation disclosures including the following:

- The Mediator has no duty to protect the Parties’ interests or provide the Parties with information about their legal rights and provides no legal advice;
- Signing a mediated settlement agreement may adversely affect the Parties’ legal rights; and
- Parties should consult an attorney before signing a mediated settlement agreement if they are uncertain about their rights.

The Defending Parties and WLSSD each represent that they have relied upon the advice of their respective attorney, who is the attorney of their own choice, concerning the legal consequences of this Agreement and by their signatures below, each represent individually that it has read, understands and accepts the Agreement.

7. **ENTIRE AGREEMENT.**

This Agreement represents the entire agreement between the Parties and supersedes all prior negotiations, representations or agreements between the Parties, either written or oral, regarding the Released Claims. The above-Recitals are incorporated herein.

8. CHOICE OF LAW.

This Agreement shall be interpreted in accordance with the laws of the State of Minnesota. In any action or proceeding brought to enforce the terms of this Agreement or a breach of the terms of this Agreement, the prevailing party shall be entitled to recover its costs and attorneys' fees incurred in the action or proceeding.

9. AUTHORITY.

The signatories below acknowledge that each has the full right and authority to enter into and execute this Agreement on their respective Party's behalf. Each Party further represents and warrants that they have not assigned any claims to a third person or entity and that no other person or entity has an interest in the Released Claims.

10. COUNTERPARTS.

This Agreement may be executed in multiple counterparts and, when joined together, form a complete and binding single instrument. Electronic, scanned, pdf or facsimile signature shall be as enforceable as an original, inked signature for purposes of executing this Agreement.

IN WITNESS WHEREOF, the undersigned have executed and agree to the terms of this Agreement as of the Effective Date hereof.

[BALANCE OF PAGE UNUSED-SIGNATURES TO FOLLOW]

WESTERN LAKE SUPERIOR SANITARY DISTRICT

Dated February ____, 2026

Dated February ____, 2026

SHANK CONSTRUCTORS

Dated February ____, 2026

Dated February ____, 2026

By _____

By _____

Its _____

Its _____

PEC SOLUTIONS, LLC D.B.A PARSONS ELECTRIC AND ARCHKEY PARSONS ELECTRIC

Dated February ____, 2026

Dated February ____, 2026

By _____

By _____

Its _____

Its _____

CLARKE ENERGY USA, INC.

Dated February ____, 2026

Dated February ____, 2026

By _____

By _____

Its _____

Its _____



Minutes
Committee of the Whole
Monday, February 23, 2026
4:30 PM

Board Members Present: Laura Ness, Rob Schilling, Jim Aird, Marcia Podratz, Loren Lilly, Jack Ezell, Carrie Schneider, Nathan Johnson (remote), and Ben Mathews (remote)
Staff Present: Lauri Amundson, Carrie Clement, Brandon Kohlts, Cathy Remington, Tim Lundell, and Chuck Kimball
Legal Counsel Present: David Oberstar, Fryberger Law Firm
Guests Present: Doug Host, Clifton Larson Allen (CLA)
Speaker Present: Chris Bronson, Hartel's Disposal
Chair Schilling called the meeting to order at 4:30 PM.

Page

1. New Business

Audit Entrance Conference

Doug Host with Clifton Larson Allen (CLA), and new associate Makayla, reviewed the 2025 financial audit. The anticipated audit exit date is April 27, 2026.

Reporting

1.1 Monthly Financials

2 - 15

[Monthly Financials.pdf](#) 

Cathy Remington reviewed the financials for January.

2. Other

Chris Bronson, representing Hartel's Disposal, provided comments regarding the solid waste budget and fund balances.

The meeting was adjourned at 5:09 p.m.

WESTERN LAKE SUPERIOR SANITARY DISTRICT

FINANCIAL STATEMENT

February 2026

	<u>Page</u>
Wastewater Schedule of Revenues and Expenses	1
Wastewater Flows and Loads	2-4
Solid Waste Schedule of Revenues and Expenses	5
Transfer Station Schedule of Revenues and Expenses	6
Total District Schedule of Revenues and Expenses	7
Total District Revenue Statement	8-9
Total District Expense Statement	10-11
Balance Sheet	12-13

**Western Lake Superior Sanitary District
Wastewater
Schedule of Revenue & Expense (Allocation)
For Period Ending February 28, 2026**

Acct	Description	Annual Budget 2026	Month Budget	Month Actual	Variance	Act/Bud	YTD Budget 2026	YTD Actual	Variance	Act/Bud
	Capacity Availability Fee	625,000	15,087	14,438	(649)	96%	15,015	9,024	(5,991)	60%
	Wastewater Municipality Revenue	14,240,166	1,186,681	1,186,681	0	100%	2,373,362	2,373,362	0	100%
	Hauled Waste	405,500	24,319	30,361	6,042	125%	27,163	30,361	3,198	112%
	Wastewater Industrial Revenue	17,451,022	1,374,871	1,453,905	79,034	106%	2,847,774	3,148,803	301,029	111%
	District Wide Allocation	396,000	0	0	0	0%	0	0	0	0%
	Miscellaneous	30,500	1,309	31	(1,278)	2%	1,814	619	(1,195)	34%
	Investment Earnings	494,000	38,205	29,304	(8,901)	77%	78,669	67,899	(10,770)	86%
	Revenue	33,642,188	2,640,472	2,714,720	74,248	103%	5,343,797	5,630,068	286,271	105%
	Salaries, Wages and Compensation	7,900,847	607,807	596,262	11,544	98%	1,294,076	1,228,626	65,451	95%
	Overtime	428,422	34,954	28,970	5,984	83%	71,109	67,191	3,918	94%
	Benefits	3,976,440	307,963	268,854	39,108	87%	835,554	748,536	87,018	90%
	Payroll and Benefits	12,305,709	950,724	894,087	56,637	94%	2,200,739	2,044,353	156,386	93%
	Electricity	2,442,336	194,285	187,360	6,926	96%	400,049	397,204	2,845	99%
	Other Utilities and Fuels	691,707	54,474	77,570	(23,096)	142%	110,879	139,076	(28,197)	125%
	Fuel Oil	3,525	294	0	294	0%	585	0	585	0%
	Natural Gas	376,164	51,507	73,469	(21,962)	143%	103,181	197,008	(93,827)	191%
	Utilities and Fuel	3,513,731	300,561	338,399	(37,838)	113%	614,694	733,287	(118,594)	119%
	Repair and Maintenance	889,848	61,137	73,267	(12,130)	120%	122,274	118,593	3,681	97%
	Insurance	204,392	16,575	16,576	(1)	100%	33,150	33,152	(2)	100%
	Solid Waste & Grit Disposals	82,859	2,307	769	1,538	33%	4,611	1,404	3,207	30%
	Contract Services	1,825,001	170,695	114,702	55,993	67%	305,477	226,601	78,876	74%
	Supplies	448,762	35,997	44,605	(8,607)	124%	73,419	77,518	(4,098)	106%
	Chemicals	2,483,569	135,200	138,559	(3,359)	102%	276,875	258,185	18,690	93%
	Other Expense	896,520	150,164	59,708	90,456	40%	235,347	134,294	101,053	57%
	Other Direct Expenses	6,830,949	572,075	448,185	123,890	78%	1,051,154	849,747	201,407	81%
	Non-Payroll Expenses	10,344,681	872,636	786,583	86,052	90%	1,665,848	1,583,034	82,813	95%
	O & M Expenses	22,650,390	1,823,360	1,680,670	142,689	92%	3,866,587	3,627,387	239,200	94%
	Capital Projects	4,250,000	354,167	354,167	0	100%	708,334	708,334	0	100%
	Investment Earnings Construction	(300,000)	(25,307)	(6,512)	(18,795)	26%	(51,016)	6,366	(57,382)	-12%
	Investment Earnings - Debt Service	(750,000)	(58,049)	(74,877)	16,828	129%	(115,388)	(172,994)	57,606	150%
	Debt Service	9,741,768	811,814	811,814	0	100%	1,623,628	1,623,628	0	100%
	Total Expenses	35,592,158	2,905,985	2,765,262	140,722	95%	6,032,145	5,792,721	239,424	96%
	Net Surplus	(1,949,970)	(265,513)	(50,542)	(214,971)	19%	(688,348)	(162,653)	(525,695)	24%

2026 FLOW (MGD)

	BUDGET	AVG THROUGH	
	2026	2/28/2026	VARIANCE
DULUTH	12.500	8.656	(3.844)
CLOQUET	1.000	0.950	(0.050)
HERMANTOWN	0.675	0.552	(0.123)
PROCTOR	0.400	0.233	(0.167)
ESKO	0.1900	0.116	(0.074)
(Includes Helb/Lars)			
SCANLON	0.169	0.050	(0.119)
CARLTON	0.160	0.121	(0.039)
THOMSON	0.009	0.006	(0.003)
(City only)			
TWIN LAKES	0.035	0.032	(0.003)
RICE LAKE	0.060	0.046	(0.014)
OLIVER	0.020	0.016	(0.004)
PIKE LAKE	0.100	0.065	(0.035)
KNIFE RIVER	0.024	0.011	(0.013)
MPCA LANDFILL	0.0025	0.001	(0.001)
WRENSHALL	0.032	0.025	(0.007)
JAY COOKE	0.002	0.0007	(0.001)
BUFFALO/MIDWAY	0.0060	0.005	(0.0008)
DULUTH/NORTH SHOI	0.057	0.042	(0.015)
MUNICIPAL SUBTOT	15.442	10.927	(4.514)
SAPPI	17.000	15.925	(1.075)
USG	0.450	0.350	(0.100)
SOFIDEL AMERICA	1.330	1.383	0.053
SPECIALTY MINERAL	0.1975	0.210	0.012
INDUSTRIAL SUBTOT	18.978	17.868	(1.109)
TOTAL FLOW	34.419	28.795	(5.624)

2026 BOD (LBS/DAY)

	BUDGET	AVG THROUGH	
	2026	2/28/2026	VARIANCE
DULUTH	12,750	14,619	1,869
CLOQUET	1,493	1,418	(75)
HERMANTOWN	1,100	979	(121)
PROCTOR	400	435	35
ESKO	279	279	0
(Includes Helb/Lars)			
SCANLON	282	83	(199)
CARLTON	183	183	0
THOMSON (City only)	15	10	(5)
TWIN LAKES	146	135	(11)
RICE LAKE	100	76	(24)
OLIVER	33	27	(6)
PIKE LAKE	167	109	(58)
KNIFE RIVER	40	18	(22)
MPCA LANDFILL	4	2	(2)
WRENSHALL	53	42	(11)
JAY COOKE	3	1	(2)
BUFFALO/MIDWAY	15	12	(3)
DULUTH/NORTH SHOI	95	70	(25)
MUNICIPAL SUBTOT	17,159	18,498	1,339
SAPPI	33,000	48,829	15,829
USG	2,000	1,421	(579)
SOFIDEL AMERICA	310	367	57
SPECIALTY MINERAL	6	5	(1)
INDUSTRIAL SUBTOT	35,316	50,622	15,306
TOTAL BOD	52,475	69,120	16,645

2026 SUSPENDED SOLIDS (LBS/DAY)

	BUDGET 2026	AVG THROUGH 2/28/2026	VARIANCE
DULUTH	17,500	16,260	(1,240)
CLOQUET	2,193	2,084	(109)
HERMANTOWN	1,150	1,078	(72)
PROCTOR	550	584	34
ESKO (Includes Helb/Lars)	347	347	0
SCANLON	282	83	(199)
CARLTON	231	231	0
THOMSON (City only)	15	10	(5)
TWIN LAKES	121	112	(9)
RICE LAKE	100	76	(24)
OLIVER	33	27	(6)
PIKE LAKE	167	109	(58)
KNIFE RIVER	40	18	(22)
MPCA LANDFILL	4	2	(2)
WRENSHALL	53	42	(11)
JAY COOKE	3	1	(2)
BUFFALO/MIDWAY	10	9	(1)
DULUTH/NORTH SHOI	95	70	(25)
MUNICIPAL SUBTOT	22,895	21,143	(1,752)
SAPPI	20,500	20,756	256
USG	2,000	6,648	4,648
SOFIDEL AMERICA	350	403	53
SPECIALTY MINERALS	500	195	(305)
INDUSTRIAL SUBTOT	23,350	28,002	4,652
TOTAL DISTRICT	46,245	49,145	2,900

**Western Lake Superior Sanitary District
Solid Waste
Schedule of Revenue & Expense (Allocation)
For Period Ending February 28, 2026**

Acct	Description	Annual Budget 2026	Month Budget	Month Actual	Variance	Act/Bud	YTD Budget 2026	YTD Actual	Variance	Act/Bud
	Miscellaneous	0	0	0	0	0%	0	112	112	0%
	Solid Waste Rev	6,619,112	437,594	433,726	(3,868)	99%	894,098	854,217	(39,881)	96%
	Operating Grants	414,393	0	0	0	0%	0	0	0	0%
	Investment Earnings	127,000	10,583	5,171	(5,412)	49%	21,170	11,982	(9,188)	57%
	Revenue	7,160,505	448,177	438,897	(9,280)	98%	915,268	866,311	(48,957)	95%
	Salaries, Wages and Compensation	2,525,898	194,059	171,905	22,154	89%	412,150	360,132	52,018	87%
	Overtime	61,992	2,023	2,380	(357)	118%	4,010	5,128	(1,119)	128%
	Benefits	1,260,245	97,141	77,935	19,206	80%	265,014	224,246	40,768	85%
	Payroll and Benefits	3,848,136	293,223	252,219	41,003	86%	681,173	589,506	91,667	87%
	Electricity	33,634	3,343	3,373	(29)	101%	6,689	7,039	(350)	105%
	Other Utilities and Fuels	59,288	4,141	6,072	(1,931)	147%	9,101	10,261	(1,160)	113%
	Natural Gas	9,000	1,645	1,749	(104)	106%	3,370	2,927	443	87%
	Utilities and Fuel	101,922	9,130	11,194	(2,064)	123%	19,159	20,227	(1,068)	106%
	Repair and Maintenance	44,855	4,465	5,403	(938)	121%	8,930	8,737	193	98%
	Insurance	101,103	8,199	8,199	(0)	100%	16,398	16,399	(1)	100%
	Solid Waste & Grit Disposals	496,038	11,410	7,930	3,480	70%	27,940	26,507	1,433	95%
	Contract Services	1,198,112	58,414	62,514	(4,100)	107%	122,988	113,054	9,934	92%
	Supplies	136,866	9,743	9,090	653	93%	15,335	12,479	2,856	81%
	Other Expense	761,532	78,723	29,111	49,612	37%	117,419	64,649	52,770	55%
	Other Direct Expenses	2,738,505	170,954	122,248	48,706	72%	309,010	241,825	67,185	78%
	Non-Payroll Expenses	2,840,427	180,084	133,442	46,642	74%	328,170	262,052	66,117	80%
	O & M Expenses	6,688,563	473,307	385,662	87,645	81%	1,009,343	851,558	157,785	84%
	Capital Projects	165,000	13,750	13,750	0	100%	27,500	27,500	0	100%
	Investment Earnings Construction	(27,500)	(2,292)	(1,630)	(662)	71%	(4,580)	(7,903)	3,323	173%
	Total Expenses	6,826,063	484,765	397,782	86,983	82%	1,032,263	871,156	161,107	84%
	Net Surplus	334,442	(36,588)	41,115	(77,703)	-112%	(116,995)	(4,845)	(112,150)	4%

**Western Lake Superior Sanitary District
Transfer Station
Schedule of Revenue & Expense (Allocation)
For Period Ending February 28, 2026**

Acct	Description	Annual Budget 2026	Month Budget	Month Actual	Variance	Act/Bud	YTD Budget 2026	YTD Actual	Variance	Act/Bud
	Miscellaneous	0	0	43	43	0%	0	43	43	0%
	Tipping Revenue	7,859,286	507,188	467,461	(39,727)	92%	1,073,009	970,408	(102,601)	90%
	Revenue	7,859,286	507,188	467,504	(39,684)	92%	1,073,009	970,451	(102,558)	90%
	Salaries, Wages and Compensation	183,720	14,115	14,238	(123)	101%	29,972	29,062	911	97%
	Overtime	4,800	273	196	77	72%	552	409	144	74%
	Benefits	102,643	8,018	6,782	1,237	85%	21,706	18,791	2,915	87%
	Payroll and Benefits	291,162	22,407	21,216	1,191	95%	52,231	48,262	3,969	92%
	Electricity	8,398	1,050	1,176	(126)	112%	2,191	2,507	(316)	114%
	Other Utilities and Fuels	3,521	301	392	(91)	130%	604	628	(24)	104%
	Utilities and Fuel	11,919	1,351	1,569	(217)	116%	2,795	3,135	(340)	112%
	Repair and Maintenance	2,298	230	276	(46)	120%	460	447	13	97%
	Insurance	11,244	912	912	(0)	100%	1,824	1,824	(0)	100%
	Solid Waste & Grit Disposals	7,435,400	482,427	440,127	42,300	91%	1,021,765	916,762	105,003	90%
	Contract Services	85,833	5,546	4,916	630	89%	11,281	8,934	2,348	79%
	Supplies	9,362	822	321	501	39%	1,198	461	736	39%
	Other Expense	59,410	5,760	3,889	1,870	68%	9,065	6,999	2,065	77%
	Other Direct Expenses	7,603,547	495,697	450,441	45,255	91%	1,045,592	935,428	110,165	89%
	Non-Payroll Expenses	7,615,466	497,048	452,010	45,038	91%	1,048,388	938,563	109,825	90%
	O & M Expenses	7,906,628	519,455	473,225	46,229	91%	1,100,618	986,825	113,794	90%
	Capital Projects	0	0	0	0	0%	0	0	0	0%
	Investment Earnings Construction	0	0	(3,070)	3,070	0%	0	(3,070)	3,070	0%
	Transfer Stat Capital	81,763	5,312	5,247	65	99%	11,250	10,093	1,157	90%
	Total Expenses	7,988,391	524,767	475,403	49,364	91%	1,111,868	993,848	118,021	89%
	Net Surplus	(129,105)	(17,579)	(7,899)	(9,680)	45%	(38,859)	(23,397)	(15,463)	60%

**Western Lake Superior Sanitary District
Total District
Schedule of Revenue & Expense (Allocation)
For Period Ending February 28, 2026**

Acct	Description	Annual Budget 2026	Month Budget	Month Actual	Variance	Act/Bud	YTD Budget 2026	YTD Actual	Variance	Act/Bud
	Capacity Availability Fee	625,000	15,087	14,438	(649)	96%	15,015	9,024	(5,991)	60%
	Wastewater Municipality Revenue	14,240,166	1,186,681	1,186,681	0	100%	2,373,362	2,373,362	0	100%
	Hauled Waste	405,500	24,319	30,361	6,042	125%	27,163	30,361	3,198	112%
	Wastewater Industrial Revenue	17,451,022	1,374,871	1,453,905	79,034	106%	2,847,774	3,148,803	301,029	111%
	District Wide Allocation	396,000	0	0	0	0%	0	0	0	0%
	Miscellaneous	30,500	1,309	74	(1,235)	6%	1,814	774	(1,040)	43%
	Solid Waste Rev	6,619,112	437,594	433,726	(3,868)	99%	894,098	854,217	(39,881)	96%
	Operating Grants	414,393	0	0	0	0%	0	0	0	0%
	Tipping Revenue	7,859,286	507,188	467,461	(39,727)	92%	1,073,009	970,408	(102,601)	90%
	Investment Earnings	621,000	48,788	34,476	(14,312)	71%	99,839	79,881	(19,958)	80%
	Revenue	48,661,979	3,595,837	3,621,122	25,285	101%	7,332,074	7,466,830	134,756	102%
	Salaries, Wages and Compensation	10,610,465	815,981	782,406	33,575	96%	1,736,198	1,617,819	118,379	93%
	Overtime	495,214	37,250	31,545	5,705	85%	75,671	72,728	2,943	96%
	Benefits	5,339,328	413,122	353,571	59,551	86%	1,122,274	991,573	130,701	88%
	Payroll and Benefits	16,445,007	1,266,353	1,167,522	98,831	92%	2,934,143	2,682,121	252,022	91%
	Electricity	2,484,368	198,679	191,909	6,771	97%	408,928	406,749	2,179	99%
	Other Utilities and Fuels	754,515	58,917	84,035	(25,118)	143%	120,584	149,965	(29,381)	124%
	Fuel Oil	3,525	294	0	294	0%	585	0	585	0%
	Natural Gas	385,164	53,152	75,218	(22,066)	142%	106,551	199,935	(93,384)	188%
	Utilities and Fuel	3,627,572	311,042	351,161	(40,119)	113%	636,648	756,650	(120,002)	119%
	Repair and Maintenance	937,000	65,832	78,946	(13,114)	120%	131,664	127,778	3,886	97%
	Insurance	316,739	25,686	25,687	(1)	100%	51,372	51,374	(2)	100%
	Solid Waste & Grit Disposals	8,014,297	496,144	448,826	47,318	90%	1,054,316	944,673	109,643	90%
	Contract Services	3,108,945	234,655	182,132	52,523	78%	439,747	348,589	91,158	79%
	Supplies	594,990	46,562	54,016	(7,454)	116%	89,952	90,458	(506)	101%
	Chemicals	2,483,569	135,200	138,559	(3,359)	102%	276,875	258,185	18,690	93%
	Other Expense	1,717,462	234,647	92,708	141,939	40%	361,831	205,943	155,888	57%
	Other Direct Expenses	17,173,002	1,238,726	1,020,874	217,852	82%	2,405,757	2,027,000	378,757	84%
	Non-Payroll Expenses	20,800,574	1,549,768	1,372,036	177,732	89%	3,042,405	2,783,650	258,755	91%
	O & M Expenses	37,245,581	2,816,121	2,539,558	276,563	90%	5,976,548	5,465,770	510,778	91%
	Capital Projects	4,415,000	367,917	367,917	0	100%	735,834	735,834	0	100%
	Investment Earnings Construction	(327,500)	(27,599)	(11,212)	(16,387)	41%	(55,596)	(4,607)	(50,989)	8%
	Investment Earnings - Debt Service	(750,000)	(58,049)	(74,877)	16,828	129%	(115,388)	(172,994)	57,606	150%
	Transfer Stat Capital	81,763	5,312	5,247	65	99%	11,250	10,093	1,157	90%
	Debt Service	9,741,768	811,814	811,814	0	100%	1,623,628	1,623,628	0	100%
	Total Expenses	50,406,612	3,915,516	3,638,447	277,069	93%	8,176,276	7,657,724	518,552	94%
	Net Surplus	(1,744,633)	(319,679)	(17,325)	(302,354)	5%	(844,202)	(190,894)	(653,308)	23%

**Western Lake Superior Sanitary District
Total District
Revenue Statement
For Period Ending February 28, 2026**

Acct	Description	Annual Budget 2026	Month Budget	Month Actual	Variance	Act/Bud	YTD Budget 2026	YTD Actual	Variance	Act/Bud
33000	WWT Charge-Duluth	11,101,603	925,134	925,134	0	100%	1,850,268	1,850,268	0	100%
33020	WWT Charge-Cloquet	1,138,034	94,836	94,836	0	100%	189,672	189,672	0	100%
33040	WWT Charge-Proctor	372,336	31,028	31,028	0	100%	62,056	62,056	0	100%
33060	WWT Charge-Hermantown	707,583	58,965	58,965	0	100%	117,930	117,930	0	100%
33080	WWT Charge-Scanlon	167,552	13,963	13,963	0	100%	27,926	27,926	0	100%
33100	WWT Charge-Thomson Twn	197,623	16,469	16,469	0	100%	32,938	32,938	0	100%
33120	WWT Charge-Carlton	150,920	12,577	12,577	0	100%	25,154	25,154	0	100%
33140	WWT Charge-Wrenshall	32,475	2,706	2,706	0	100%	5,412	5,412	0	100%
33150	WWT Charge-Twin Lakes	74,054	6,171	6,171	0	100%	12,342	12,342	0	100%
33160	WWT Charge-Thomson City	10,877	906	906	0	100%	1,812	1,812	0	100%
33170	WWT Charge-Oliver	20,374	1,698	1,698	0	100%	3,396	3,396	0	100%
33180	WWT Charge-Jay Cooke	2,605	217	217	0	100%	434	434	0	100%
33190	WWT Charge-Pike Lake	97,942	8,162	8,162	0	100%	16,324	16,324	0	100%
33210	WWT Charge-North Shore	61,025	5,085	5,085	0	100%	10,170	10,170	0	100%
33213	WWT Charge-MPCA Landfill	8,894	741	741	0	100%	1,482	1,482	0	100%
33214	WWT Charge-Midway	6,943	579	579	0	100%	1,158	1,158	0	100%
33215	WWT Charge-Knife River	25,031	2,086	2,086	0	100%	4,172	4,172	0	100%
33220	WWT Charge-Rice Lake	64,295	5,358	5,358	0	100%	10,716	10,716	0	100%
Wastewater Municipality Revenue		14,240,166	1,186,681	1,186,681	0	100%	2,373,362	2,373,362	0	100%
33450	WWT Charge-Sofidel America	1,558,581	126,859	129,478	2,619	102%	257,475	261,925	4,450	102%
33360	WWT Charge-Sappi	14,839,522	1,164,899	1,208,288	43,389	104%	2,418,374	2,643,772	225,398	109%
33380	WWT Charge-USG	864,955	68,229	103,909	35,680	152%	141,189	217,786	76,597	154%
33420	WWT Charge-Spec Minerals	187,964	14,884	12,229	(2,655)	82%	30,736	25,321	(5,415)	82%
Wastewater Industry Revenue		17,451,022	1,374,871	1,453,905	79,034	106%	2,847,774	3,148,803	301,029	111%
33510	WWT Charge-Permits	500	3	25	22	833%	5	25	20	500%
33520	WWT Charge-Hauled Waste	405,500	24,319	30,361	6,042	125%	27,163	30,361	3,198	112%
33530	Capacity Availability Fee	625,000	15,087	14,438	(649)	96%	15,015	9,024	(5,991)	60%
33540	Biosolids Revenue	30,000	1,306	0	(1,306)	0%	1,809	(81)	(1,890)	-4%
Wastewater Misc Revenue		1,061,000	40,715	44,824	4,109	110%	43,992	39,329	(4,663)	89%
33600	Tipping Fee-District	5,097,296	331,153	318,162	(12,991)	96%	701,369	669,642	(31,727)	95%
33605	SW Unacceptable Revenue	0	0	2,280	2,280	0%	0	3,840	3,840	0%
33610	Tipping Fee-Self Haul	320	21	0	(21)	0%	46	19	(27)	42%
33615	SW Unacceptable Ticket Fine Re	0	0	7,200	7,200	0%	0	12,600	12,600	0%
33660	Tipping Fee-Carlton	836,821	54,489	46,513	(7,976)	85%	115,024	97,263	(17,761)	85%
33665	Tipping Fee-Superior	501,737	38,453	41,779	3,326	109%	78,442	77,146	(1,296)	98%
33675	Tipping Fee-Cook Cty	451,628	21,322	15,070	(6,252)	71%	47,286	31,659	(15,627)	67%
33680	Tipping Fee-Lake Cty	535,163	33,815	20,523	(13,292)	61%	71,693	44,791	(26,902)	62%
33685	SW Permits/Licenses	1,000	83	350	267	422%	170	1,375	1,205	809%
33720	Admin Fee-District	229,346	14,900	5,644	(9,256)	38%	31,557	12,142	(19,415)	38%
33721	Admin Fee-Carlton Cty	37,106	2,416	1,340	(1,076)	55%	5,100	2,802	(2,298)	55%
33722	Admin Fee-Superior	29,023	2,224	1,355	(869)	61%	4,537	2,131	(2,406)	47%
33723	Admin Fee-Cook Cty	26,125	1,233	673	(560)	55%	2,738	1,360	(1,378)	50%
33724	Admin Fee-Lake Cty	30,957	1,956	810	(1,146)	41%	4,148	1,725	(2,423)	42%
33725	Capital Fee-District	14,548	945	625	(320)	66%	2,001	1,323	(678)	66%
33726	Capital Fee-Carlton Cty	9,813	486	838	352	172%	1,116	1,816	700	163%
33727	Capital Fee-Superior	19,349	1,483	1,807	324	122%	3,025	2,841	(184)	94%
33728	Capital Fee-Cook Cty	17,416	822	898	76	109%	1,823	1,813	(10)	99%
33729	Capital Fee-Lake Cty	20,638	1,304	1,080	(224)	83%	2,764	2,300	(464)	83%
33730	SW Ordinance Late Charge	1,000	83	513	430	618%	170	1,820	1,650	1070%
Transfer Tipping Fees		7,859,286	507,188	467,461	(39,727)	92%	1,073,009	970,408	(102,601)	90%
33630	MRC-Demo, Mixed Waste	816,500	28,839	25,526	(3,313)	89%	61,058	54,293	(6,765)	89%
Solid Waste MRC Demo		816,500	28,839	25,526	(3,313)	89%	61,058	54,293	(6,765)	89%
33690	Serv Fee-District	3,459,604	275,773	274,200	(1,573)	99%	566,934	532,997	(33,937)	94%
33695	Serv Fee-Carlton Out	10,000	0	0	0	0%	0	0	0	0%
33698	Serv Fee-Other	80,000	0	(86)	(86)	0%	0	(86)	(86)	0%
Solid Waste Service Fees		3,549,604	275,773	274,113	(1,660)	99%	566,934	532,911	(34,023)	94%
33801	Property Tax-St Louis Cty	1,295,486	107,957	107,957	0	100%	215,916	217,393	1,477	101%
33802	Property Tax-Carlton Cty	268,796	22,400	22,400	0	100%	44,796	44,963	167	100%
Property Taxes		1,564,282	130,357	130,357	0	100%	260,712	262,356	1,644	101%
33700	Investment Earnings	621,000	48,788	34,476	(14,312)	71%	99,839	79,881	(19,958)	80%
33701	Investment Earn-Const	327,500	27,599	11,212	(16,387)	41%	55,596	4,607	(50,989)	8%
33702	Investment Earn-Ds	750,000	58,049	74,877	16,828	129%	115,388	172,994	57,606	150%
Investment Earnings		1,698,500	134,436	120,565	(13,871)	90%	270,823	257,482	(13,341)	95%
33800	District-Wide	396,000	0	0	0	0%	0	0	0	0%
33910	Grants-Miscellaneous	0	0	0	0	0%	0	0	0	0%
33950	Miscellaneous	0	0	0	0	0%	0	5	5	0%
Other Income		396,000	0	0	0	0%	0	5	5	0%
33641	HHW Rev-Batteries	3,215	105	0	(105)	0%	105	0	(105)	0%
33642	HHW Fees-Vsqq	23,807	1,004	1,044	40	104%	2,235	2,204	(31)	99%
33643	HHW Fees-Paint Care	207,946	0	0	0	0%	2	91	89	4549%
33648	HHW Rev-Dept Of Ag	14,388	758	(260)	(1,018)	-34%	758	(260)	(1,018)	-34%
33650	HHW Contract-Regional	161,740	0	0	0	0%	0	(323)	(323)	0%

**Western Lake Superior Sanitary District
Total District
Revenue Statement
For Period Ending February 28, 2026**

Acct	Description	Annual Budget 2026	Month Budget	Month Actual	Variance	Act/Bud	YTD Budget 2026	YTD Actual	Variance	Act/Bud
33655	HHW Service Fees	42,472	0	0	0	0%	0	0	0	0%
33900	HHW-State Grant	64,393	0	0	0	0%	0	0	0	0%
	HHW Revenue	517,961	1,867	784	(1,083)	42%	3,100	1,711	(1,389)	55%
33640	Recycling Revenue	75,000	758	2,940	2,182	388%	2,294	2,940	646	128%
33890	State Grant-Score	350,000	0	0	0	0%	0	0	0	0%
	Recycling Revenue	425,000	758	2,940	2,182	388%	2,294	2,940	646	128%
33637	Yard Waste Revenue	160,158	0	6	6	0%	0	6	6	0%
	Yard Waste Revenue	160,158	0	6	6	0%	0	6	6	0%
33944	Finance Charge Revenue	0	0	49	49	0%	0	825	825	0%
	Miscellaneous	0	0	49	49	0%	0	825	825	0%
	Total Revenue	49,739,479	3,681,485	3,707,211	25,726	101%	7,503,058	7,644,431	141,373	102%

**Western Lake Superior Sanitary District
Total District
Expense Statement
For Period Ending February 28, 2026**

Acct	Description	Annual Budget 2026	Month Budget	Month Actual	Variance	Act/Bud	YTD Budget 2026	YTD Actual	Variance	Act/Bud
44010	Direct Wages	8,683,477	664,174	635,877	28,297	96%	1,377,555	1,279,647	97,908	93%
44020	Sunday Premium	71,252	5,937	5,519	418	93%	11,882	11,041	841	93%
44040	Shift	26,239	2,013	2,899	(886)	144%	4,245	4,797	(552)	113%
44050	Vacation	807,577	61,954	46,655	15,299	75%	130,547	94,998	35,549	73%
44060	Holiday	530,172	44,182	43,566	616	99%	132,533	130,808	1,725	99%
44070	Personal Leave	158,438	12,153	6,629	5,524	55%	25,588	15,875	9,713	62%
44080	Sick	333,310	25,568	41,261	(15,693)	161%	53,848	80,653	(26,805)	150%
	Salaries & Wages	10,610,465	815,981	782,406	33,575	96%	1,736,198	1,617,819	118,379	93%
44090	Overtime	495,214	37,250	31,545	5,705	85%	75,671	72,728	2,943	96%
	Total Salary	11,105,679	853,231	813,951	39,280	95%	1,811,869	1,690,547	121,322	93%
44200	Employers FICA	722,234	55,404	47,850	7,554	86%	116,740	100,167	16,573	86%
44210	Employers FICA/Medic	161,511	12,388	11,191	1,197	90%	26,115	23,426	2,689	90%
44220	Employers PERA	832,929	63,897	60,903	2,994	95%	134,627	127,242	7,385	95%
44240	Group Hospital/Med	3,227,748	245,779	201,772	44,007	82%	769,958	676,008	93,950	88%
44260	Group Dental	127,160	10,597	10,107	490	95%	21,190	20,393	797	96%
44280	Group Life	19,263	1,606	1,530	76	95%	3,203	3,070	133	96%
44300	Long-Term Disability	27,669	2,305	2,164	142	94%	4,619	4,369	250	95%
44340	Workers Compensation	135,000	11,250	8,355	2,895	74%	22,500	16,710	5,790	74%
44350	Unemployment Comp	9,500	0	0	0	0%	0	0	0	0%
44390	Other Benefits	33,000	6,574	5,676	898	86%	16,322	12,989	3,333	80%
44230	PFML	43,314	3,322	4,023	(701)	121%	7,000	7,199	(199)	103%
	Total Benefits	5,339,328	413,122	353,571	59,551	86%	1,122,274	991,573	130,701	88%
	Total Payroll	16,445,007	1,266,353	1,167,522	98,831	92%	2,934,143	2,682,121	252,022	91%
44800	Fuel-Fuel Oil	3,525	294	0	294	0%	585	0	585	0%
44820	Fuel-Natural Gas	382,664	52,727	75,218	(22,491)	143%	105,701	199,935	(94,234)	189%
44830	Fuel-Propane	2,500	425	0	425	0%	850	0	850	0%
55000	Electricity	2,484,368	198,679	191,909	6,771	97%	408,928	406,749	2,179	99%
55200	Telephone	50,188	4,189	6,310	(2,121)	151%	8,316	8,098	218	97%
55210	Telemeter	214,129	18,624	25,553	(6,929)	137%	36,393	44,432	(8,039)	122%
55220	Gasoline	28,194	2,031	2,019	12	99%	4,711	4,119	592	87%
55230	Diesel	133,235	10,566	7,458	3,108	71%	21,925	17,667	4,258	81%
55240	Water	278,250	19,297	38,401	(19,104)	199%	40,820	67,062	(26,242)	164%
55241	Storm Water Fee	50,519	4,210	4,294	(84)	102%	8,419	8,588	(169)	102%
55520	Repairs-Maintenance	665,000	65,832	77,130	(11,298)	117%	131,664	125,960	5,704	96%
55525	Inventory Adjustments	0	0	1,816	(1,816)	0%	0	1,817	(1,817)	0%
55570	Repairs-Interceptors	50,000	0	0	0	0%	0	0	0	0%
55580	Clean-Interceptors	222,000	0	0	0	0%	0	0	0	0%
55701	Solid Waste Disposal	4,590,222	298,210	296,243	1,967	99%	631,598	615,653	15,945	97%
44520	Contract Cleaning	85,876	7,155	7,731	(576)	108%	14,306	14,264	42	100%
55702	Solid Waste Disposal-MRC	288,674	6,850	7,930	(1,080)	116%	16,995	17,262	(267)	102%
55703	Tr Sta Operation And Transport	2,835,578	184,217	143,884	40,333	78%	390,167	301,109	89,058	77%
55704	Solid Waste Hauling-MRC	205,364	4,560	0	4,560	0%	10,945	9,245	1,700	84%
55705	Annual Unacceptable Incentive	9,600	0	0	0	0%	0	0	0	0%
55706	Solid Waste Disposal-Community	2,000	0	0	0	0%	0	0	0	0%
55710	Grit Disposals	29,859	807	769	38	95%	1,611	1,404	207	87%
55790	Cont Serv-Disp Household Recyc	45,000	3,000	3,690	(690)	123%	6,000	7,900	(1,900)	132%
55791	Cont Serv-Disp Medical Sharps	4,000	200	350	(150)	175%	300	490	(190)	163%
55792	Cont Serv-Disp Pharmaceuticals	500	0	0	0	0%	0	0	0	0%
55793	Cont Serv-Disp Oil & Filters	0	0	(129)	129	0%	0	(59)	59	0%
55794	Cont Serv-Disp Organics Overs	1,100	0	0	0	0%	0	0	0	0%
55795	Cont Serv-Disp Organics Reject	500	0	0	0	0%	0	0	0	0%
55800	Cont Serv-Electrical	35,000	35,000	66	34,934	0%	35,000	132	34,868	0%
55805	Cont Serv-Biofilter	10,000	0	0	0	0%	0	0	0	0%
55806	Cont Serv-Bagging	22,750	0	0	0	0%	0	0	0	0%
55807	Cont Serv-Wood Grinding	37,500	0	0	0	0%	0	0	0	0%
55808	Cont Serv-Snow Plowing	13,500	1,600	2,574	(974)	161%	4,000	2,794	1,206	70%
55812	Cont Serv-Disp Mattresses	128,000	6,675	6,050	625	91%	12,240	12,175	65	99%
55813	Cont Serv-Disp Electron	49,000	0	3,509	(3,509)	0%	2,090	3,877	(1,787)	186%
55814	Cont Serv-Disp Fluoresce	23,350	2,125	0	2,125	0%	3,185	1,067	2,118	33%
55815	Cont Serv-Disp Tire	56,000	2,645	3,207	(562)	121%	4,760	7,054	(2,294)	148%
55816	Cont Serv-Disp Local	100,000	2,000	2,974	(974)	149%	2,000	7,206	(5,206)	360%
55817	Cont Serv-Disp County	90,000	0	0	0	0%	3,000	(323)	3,323	-11%
55818	Cont Serv-Recy Sheds	87,000	7,250	12,787	(5,537)	176%	14,500	13,857	643	96%
55819	Cont Serv-Disp Paint Care	120,000	3,130	1,764	1,366	56%	8,345	5,720	2,625	69%
55820	Cont Serv-O/M Plant	135,000	10,000	17,684	(7,684)	177%	20,000	25,722	(5,722)	129%
55835	Cont Serv-Generators	360,000	27,083	24,882	2,201	92%	54,170	50,361	3,809	93%
55840	Cont Serv-O/M Mobile	170,000	10,000	29,064	(19,064)	291%	22,000	42,694	(20,694)	194%
55852	Cont Serv-Field Work	15,000	0	0	0	0%	0	0	0	0%
55860	Cont Serv-Other	657,746	51,175	6,999	44,176	14%	86,966	29,698	57,268	34%
55861	Cont Serv-Organics	23,960	1,705	1,536	169	90%	5,410	3,002	2,408	55%
55862	Cont Serv-HHW	500	0	0	0	0%	0	0	0	0%
55863	Cont Serv-Recycling	14,000	0	247	(247)	0%	0	549	(549)	0%
55868	Cont Serv-Hardware Maint	47,373	3,929	5,527	(1,598)	141%	7,863	9,605	(1,742)	122%
55870	Cont Serv-Dp Maint	720,390	59,191	50,466	8,725	85%	132,028	109,419	22,609	83%
55871	Cont Serv-Mobile Devices	9,500	792	1,155	(363)	146%	1,584	1,385	199	87%
55875	Cont Serv-Serv Fee	46,400	0	0	0	0%	0	0	0	0%
66000	Supplies-Building	34,754	2,217	3,162	(945)	143%	5,434	8,538	(3,104)	157%
66010	Supplies-Equipment	220,231	17,284	21,436	(4,152)	124%	32,580	32,403	177	99%
66040	Supplies-Lab	60,000	5,000	10,891	(5,891)	218%	10,000	15,159	(5,159)	152%
66050	Supplies-Lube	8,000	500	3,480	(2,980)	696%	1,500	5,778	(4,278)	385%
66060	Supplies-Maintenance	80,000	6,500	7,349	(849)	113%	12,500	9,824	2,676	79%

**Western Lake Superior Sanitary District
Total District
Expense Statement
For Period Ending February 28, 2026**

Acct	Description	Annual Budget 2026	Month Budget	Month Actual	Variance	Act/Bud	YTD Budget 2026	YTD Actual	Variance	Act/Bud
66070	Supplies-Office	7,310	610	252	358	41%	1,220	789	431	65%
66090	Supplies-Other	54,730	5,868	(846)	6,714	-14%	14,006	7,194	6,812	51%
66091	Supplies-Other-Organics	13,600	2,200	691	1,509	31%	2,200	691	1,509	31%
66092	Supplies-Other-HHW	2,500	0	80	(80)	0%	0	80	(80)	0%
66093	Supplies-Other-Recycling	17,000	3,000	260	2,740	9%	3,750	529	3,221	14%
66110	Supplies-Safety	17,300	1,353	1,215	138	90%	2,702	1,878	824	69%
66120	Supplies-Site	3,000	250	0	250	0%	500	0	500	0%
66125	Supplies-Software	12,165	250	0	250	0%	500	0	500	0%
66130	Supplies-Tools	26,400	1,530	3,862	(2,332)	252%	3,060	5,414	(2,354)	177%
66150	Supplies-Shipping	38,000	0	2,182	(2,182)	0%	0	2,182	(2,182)	0%
66300	Chemicals-General	39,820	530	118	412	22%	8,060	118	7,942	1%
66315	Chemicals-Liquid Oxygen	24,435	1,688	1,134	554	67%	3,373	1,947	1,426	58%
66320	Chemicals-Sodium Hypochlorite	757,599	0	0	0	0%	0	0	0	0%
66330	Chemicals-Polymer-Thickening	232,438	18,745	16,137	2,608	86%	37,492	32,274	5,218	86%
66335	Chemicals-Polymer-Dewatering	1,043,864	83,662	86,678	(3,016)	104%	167,323	161,848	5,475	97%
66360	Chemicals-Boiler	2,000	2,000	0	2,000	0%	2,000	(1,129)	3,129	-56%
66370	Chemicals-Defoamant	41,656	3,107	7,747	(4,640)	249%	6,216	7,747	(1,531)	125%
66410	Chemicals-Sodium Bisulfite	6,262	0	0	0	0%	0	0	0	0%
66420	Chemicals-Ferric Chloride	335,495	25,468	26,746	(1,278)	105%	52,411	55,380	(2,969)	106%
66560	Insurance-Property	316,739	25,686	25,687	(1)	100%	51,372	51,374	(2)	100%
66700	Legal	150,000	12,500	17,025	(4,525)	136%	25,000	34,196	(9,196)	137%
66750	Audit	47,005	12,500	2,205	10,295	18%	25,000	3,255	21,745	13%
66900	Safety Program	86,900	4,771	15,220	(10,449)	319%	18,542	26,631	(8,089)	144%
66905	Training-Materials	540	45	0	45	0%	90	0	90	0%
66910	Training Expenses	128,162	11,738	10,200	1,538	87%	16,857	9,808	7,049	58%
66920	Training-Travel	480	40	0	40	0%	80	0	80	0%
66930	Personnel	14,219	68	2,236	(2,168)	3288%	3,209	5,374	(2,165)	167%
66940	License Reimbursement	2,000	125	103	22	82%	250	103	147	41%
66950	Tuition Reimbursement	21,000	0	0	0	0%	5,250	148	5,103	3%
77000	Other Spec Serv	105,679	6,667	6,667	0	100%	13,334	18,167	(4,833)	136%
77010	Board Members Comp	21,000	1,750	935	815	53%	3,500	2,232	1,268	64%
77020	Public Information	16,525	3,450	40	3,410	1%	5,373	2,428	2,945	45%
77021	Public Information-Organics	9,500	0	0	0	0%	0	0	0	0%
77022	Public Information-HHW	3,000	0	0	0	0%	0	0	0	0%
77023	Public Information-Recycling	15,040	300	72	228	24%	1,815	1,828	(13)	101%
77200	Easements	24,016	2,001	1,981	20	99%	4,006	4,061	(55)	101%
77210	Rent-Equipment	58,500	2,484	3,730	(1,246)	150%	4,968	5,998	(1,030)	121%
77220	Motor Vehicle Licensing	1,200	100	65	35	65%	200	912	(712)	456%
77300	Meeting Expenses	7,950	600	1,009	(409)	168%	1,200	1,128	72	94%
77400	Travel	3,020	60	0	60	0%	1,920	0	1,920	0%
77640	Lease-Land-Duluth Airport Auth	13,104	1,092	1,051	41	96%	2,184	2,101	83	96%
77800	Laundry	61,246	4,752	4,022	730	85%	9,505	9,253	252	97%
77810	Engineering Service	186,592	42,753	8,617	34,136	20%	54,507	16,549	37,958	30%
77820	Lab Services	70,224	4,647	2,448	2,199	53%	10,259	9,124	1,135	89%
88000	Dues	47,784	3,010	6,670	(3,660)	222%	12,715	12,697	18	100%
88010	Publications	6,700	425	74	351	17%	850	74	776	9%
88020	Permits	50,150	40,350	0	40,350	0%	44,750	4,771	39,979	11%
88200	Postage	21,000	1,750	1,337	413	76%	3,500	2,150	1,350	61%
88210	Copying & Printing	44,280	14,641	1,516	13,125	10%	17,032	3,003	14,029	18%
88211	Copying & Printing-Organics	3,500	500	0	500	0%	1,000	0	1,000	0%
88212	Copying & Printing-HHW	1,150	0	122	(122)	0%	150	244	(94)	163%
88213	Copying & Printing-Recycling	2,000	0	0	0	0%	0	0	0	0%
88500	Bank Service Charges	300	25	0	25	0%	50	87	(37)	175%
88600	Grants To Gov Units	266,500	5,770	1,491	4,279	26%	5,770	11,481	(5,711)	199%
88620	Program Development	152,300	54,000	868	53,132	2%	63,999	14,978	49,021	23%
88621	Program Development-Organics	21,300	0	0	0	0%	2,500	0	2,500	0%
88622	Program Development-HHW	35,500	0	0	0	0%	0	0	0	0%
88623	Program Development-Recycling	9,300	1,000	1,900	(900)	190%	1,000	2,057	(1,057)	206%
66935	Recruitment	8,796	733	1,104	(371)	151%	1,466	1,104	362	75%
55750	H2S & Siloxane Media Replacement	35,000	0	0	0	0%	0	0	0	0%
55755	Sampling - Gas & Oil	18,000	1,500	0	1,500	0%	3,000	0	3,000	0%
Total Non Payroll Expenses		20,800,574	1,549,768	1,372,036	177,732	89%	3,042,405	2,783,650	258,755	91%
99022	Interest Exp-WWT-DS	947,421	78,952	78,952	0	100%	157,904	157,904	0	100%
99200	Deprec-Furniture	9,592	799	795	4	100%	1,598	1,590	8	100%
99210	Deprec-Equipment	75,078	6,257	6,257	0	100%	12,514	12,513	1	100%
99220	Deprec-Computer	93,899	7,825	7,825	0	100%	15,650	15,650	0	100%
99230	Deprec-Building	88,989	7,416	7,416	0	100%	14,832	14,831	1	100%
99240	Deprec-Improvements	7,466,940	622,245	622,245	0	100%	1,244,490	1,244,490	0	100%
99260	Deprec-Motor Vehicle	22,759	1,897	1,897	0	100%	3,794	3,793	1	100%
Total Non Operating Expenses		8,704,678	725,391	725,386	5	100%	1,450,782	1,450,772	10	100%
Total Expenses		45,950,259	3,541,512	3,264,943	276,569	92%	7,427,330	6,916,542	510,788	93%

Western Lake Superior Sanitary District
Balance Sheet
As Of February 28, 2026

Acct	Description	Beginning Balance	Month Change	YTD Change	Ending Balance
10225	Cash-Checking-US Bank (2018)	448,853	3,514,516	3,329,539	3,778,392
10370	Cash-Checking-Sect 125 (US Bank)	43,121	(13,254)	(13,310)	29,811
10380	Cash-WW Planning Grant Fund	18,293	0	0	18,293
10382	Cash-Recycling Site Improvemen	29,501	0	0	29,501
10383	Cash-SW Unacceptable Ticket Fi	516,800	7,200	12,600	529,400
10385	Cash-Wellness Grant	5,977	0	0	5,977
10390	Cash-Dick Holt Memorial Fund	1,841	(100)	(100)	1,741
10425	Cash-Western National Bank	(0)	0	0	0
10480	Cash-Petty	2,675	0	0	2,675
	Cash Sub Total	\$1,067,061	\$3,508,362	\$3,328,728	\$4,395,789
	Restricted Investments For Memorial Fund	0	0	0	0
10627	Investments-WIF Capital Replac	8,930,077	0	0	8,930,077
10622	Investments-WWT-Bond DS	0	0	0	0
10623	Investments-Rate Stabiliz	21,615,308	884,435	1,831,952	23,447,260
10624	Investments-WWT-Loan DS	8,028,624	(465,065)	(465,065)	7,563,558
10600	Investments-Operations	12,969,198	(3,273,738)	(2,744,653)	10,224,545
10609	Investments-WWT-2013 Loan Cons	0	0	0	0
10611	Investments-SW-Const	1,390,495	10,241	15,269	1,405,764
10614	Investments-Tr Sta Res Fd	542,745	6,540	234	542,979
10615	Investments-WWT-2006/2016/2017	(12,017,575)	10,182,175	9,214,534	(2,803,041)
10616	Investments-WWT-2007/2020/2025	(5,055,848)	5,160,203	4,681,815	(374,033)
10618	Investments-WWT-2011/2012/2018	(350)	(959,760)	(1,146,594)	(1,146,944)
10621	Investments-WWT-Const O&M	4,474,716	78,236	213,363	4,688,080
10628	Investments-WW-MN Power Energy	550,410	0	237,878	788,287
	Investments Sub Total	\$41,427,800	\$11,623,266	\$11,838,732	\$53,266,532
	Due from Other Governments	1,643,677	37,768	(110,430)	1,533,247
	Accounts Receivable	4,785,688	(663,848)	(2,041,932)	2,743,757
	Interest Receivable	509,360	4,352	(75,518)	433,842
	Receivables Sub Total	\$6,938,725	\$(621,728)	\$(2,227,879)	\$4,710,846
11000	Inventory-Material	2,885,655	(40,169)	44,841	2,930,495
11002	Inventory-Inspection Hold	0	0	0	0
11005	Inventory-Item Cost Variance S	0	2	2	2
11007	Inventory-Inv Not Received	0	0	0	0
11010	Inventory-Fuels	36,807	626	(1,453)	35,353
11020	Inventory-Chemicals	349,608	(39,846)	6,516	356,124
11040	Inventory-Vending Machine	10,583	55	(356)	10,227
	Inventory Sub Total	\$3,282,652	\$(79,332)	\$49,549	\$3,332,201
11150	Prepaid Insurance	128,436	(34,042)	(43,019)	85,416
11160	Prepaid Other	413,881	(61,454)	71,862	485,743
	Prepaid Expenses Sub Total	\$542,317	\$(95,496)	\$28,843	\$571,159
	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	2,774,498	0	0	2,774,498
	Accumulated Depreciation	(298,489,738)	(646,434)	(1,292,868)	(299,782,605)
	Accumulated Amortization	(945,408)	0	0	(945,408)
	CIP	82,303,463	4,121,994	2,391,885	84,695,348
	Capital Assets Sub Total	\$147,931,336	\$3,475,560	\$1,099,017	\$149,030,353
11984	DO-GERF Chgs In Prop & DIF BTW	968,635	0	0	968,635
11980	DO-GERF Dif Exp & Act Economic	22,458	0	0	22,458
	Deferred Outflows Sub Total	\$991,093	\$0	\$0	\$991,093
	Total Assets	\$202,180,984	\$17,810,632	\$14,116,990	\$216,297,973

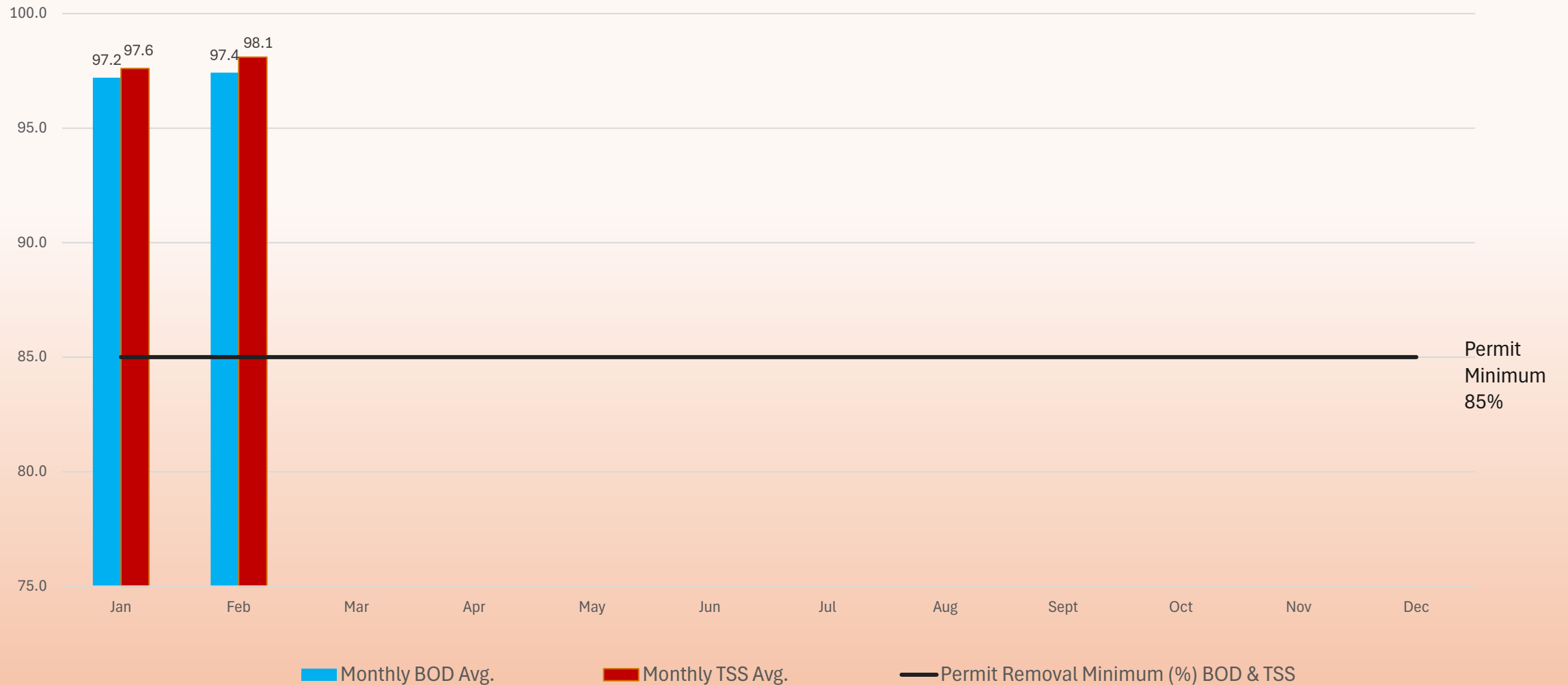
Western Lake Superior Sanitary District
Balance Sheet
As Of February 28, 2026

Acct	Description	Beginning Balance	Month Change	YTD Change	Ending Balance
	Accounts Payable	(2,122,446)	196,598	911,625	(1,210,821)
	Due to Other Governments	(818,369)	68,198	136,396	(681,973)
	Contracts Payable	0	0	0	0
	Contracts Payable From Restricted Assets	(3,197,710)	(50,000)	3,147,710	(50,000)
22030	Paid Offset Clearing	0	0	0	0
	Accounts Payable Sub Total	\$(6,138,525)	\$214,796	\$4,195,731	\$(1,942,794)
	Salaries Or Wages Payable	(542,537)	244,794	165,113	(377,425)
	Accrued Payroll Liabilities	(22,586)	(232,568)	(239,171)	(261,757)
	Retiree/COBRA Benefits Payable	(6,750)	(6,835)	(6,833)	(13,584)
	Accrued Vacation Payable	(700,937)	0	10,646	(690,291)
	Accrued Wages And Benefits Sub Total	\$(1,272,810)	\$5,391	\$(70,246)	\$(1,343,057)
	Lease & SBITA Liability, Current	(518,139)	0	0	(518,139)
	Lease & SBITA Liability, Noncurrent	(1,518,150)	0	0	(1,518,150)
	Notes Payable, Current	(7,094,472)	0	0	(7,094,472)
	Notes Payable, Noncurrent	(52,492,757)	(13,782,523)	(13,782,523)	(66,275,281)
	Bonds Payable, Current	0	0	0	0
	Bonds Payable, Noncurrent	0	0	0	0
	Accrued Interest, Current	(335,878)	386,113	307,161	(28,717)
	Debt Service Payable Sub Total	\$(61,959,397)	\$(13,396,410)	\$(13,475,362)	\$(75,434,759)
	Unamortized Discounts/Premiums	0	0	0	0
	Unamortized Premiums, Discounts, Losses Sub Total	\$0	\$0	\$0	\$0
	Net Other Post Employment Benefits, Noncurrent	(256,314)	0	0	(256,314)
	Comp Abs	(416,980)	(1,855)	6,064	(410,916)
	Other Noncurrent Liabilities Sub Total	\$(673,294)	\$(1,855)	\$6,064	\$(667,230)
22876	PERA Liability - GERF	(4,083,571)	0	0	(4,083,571)
	NPL GASB 68 Sub Total	\$(4,083,571)	\$0	\$0	\$(4,083,571)
	DI GASB 68 Related	(2,831,485)	0	0	(2,831,485)
	Deferred Inflows Of Resources GASB 75	(70,735)	0	0	(70,735)
	Deferred Inflows Sub Total	\$(2,902,220)	\$0	\$0	\$(2,902,220)
	Net Assets	(125,151,167)	(4,632,554)	(4,773,176)	(129,924,343)
	Equity Sub Total	\$(125,151,167)	\$(4,632,554)	\$(4,773,176)	\$(129,924,343)
	Total Liabilities And Equity	\$(202,180,984)	\$(17,810,632)	\$(14,116,990)	\$(216,297,973)



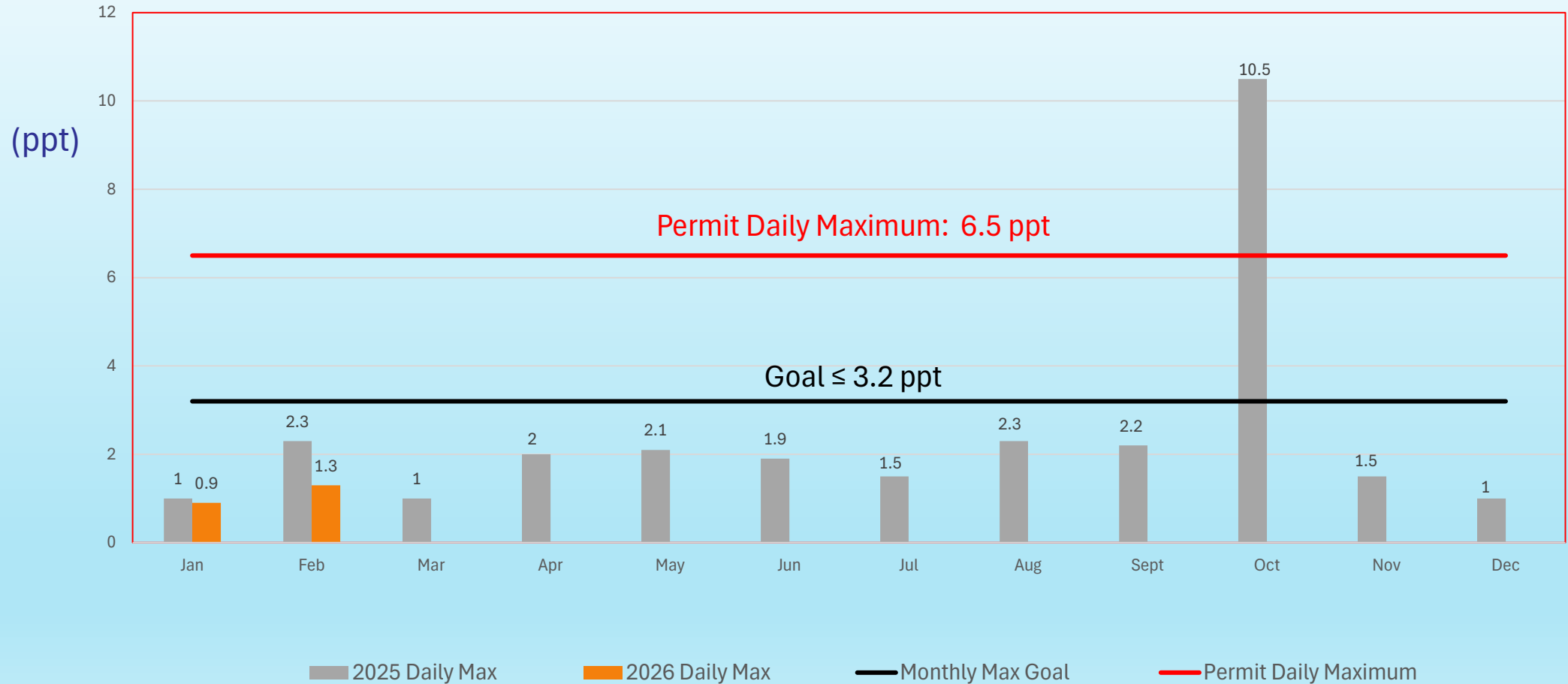
NPDES Report – February 2026

% Removal: BOD & Total Suspended Solids (TSS)



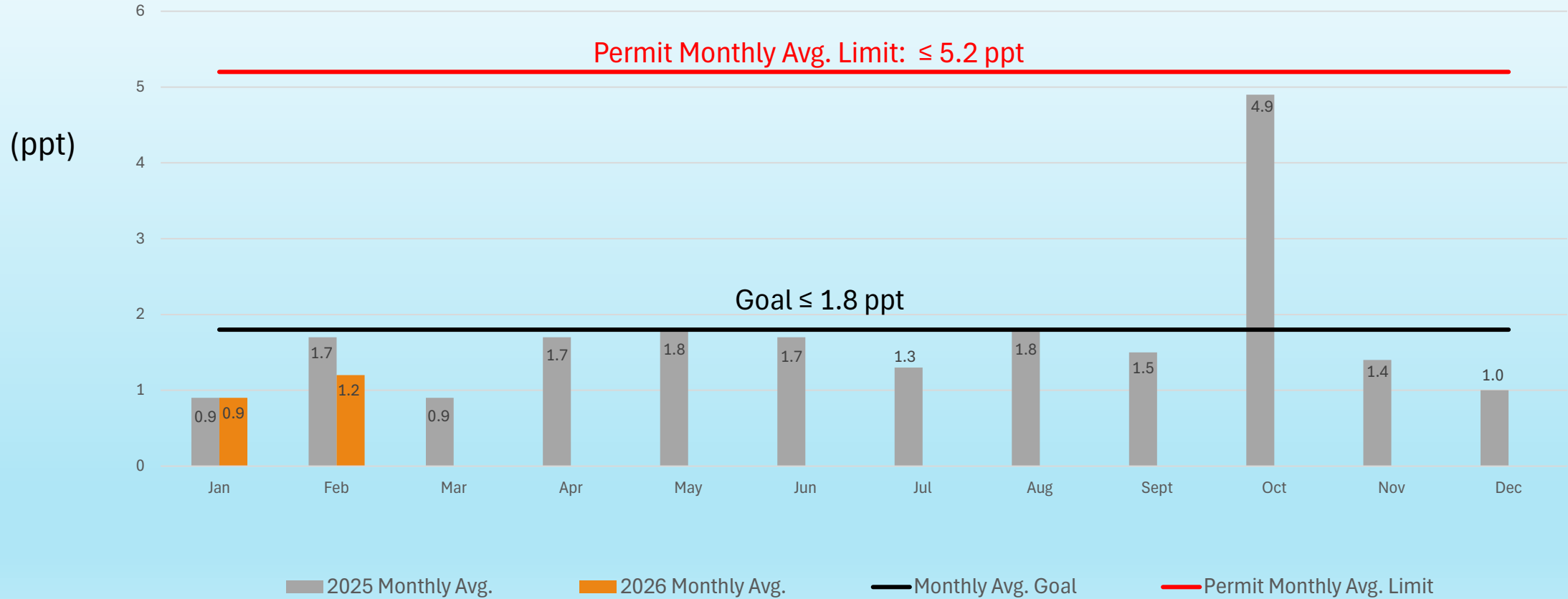
Final Effluent
Concentration:

Total Mercury: Daily Max

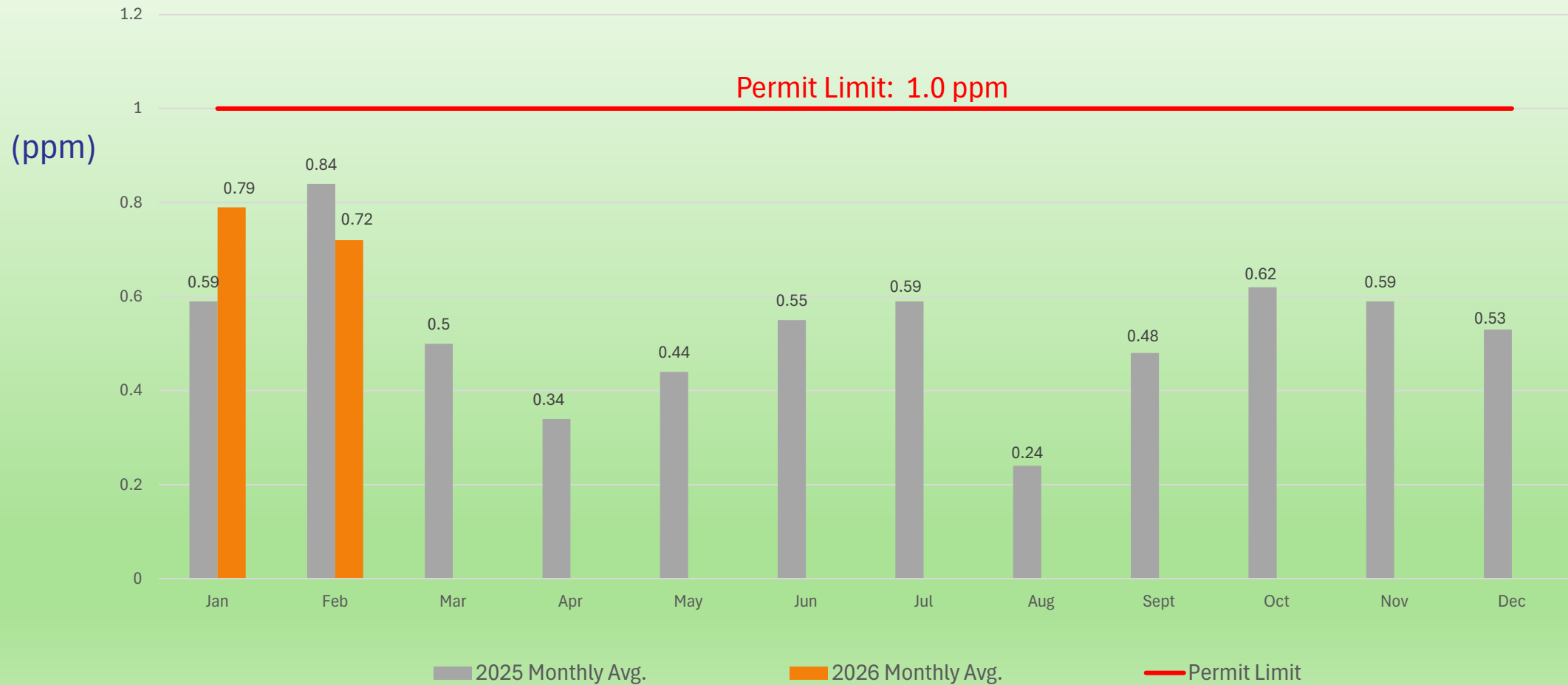


Final Effluent
Concentration:

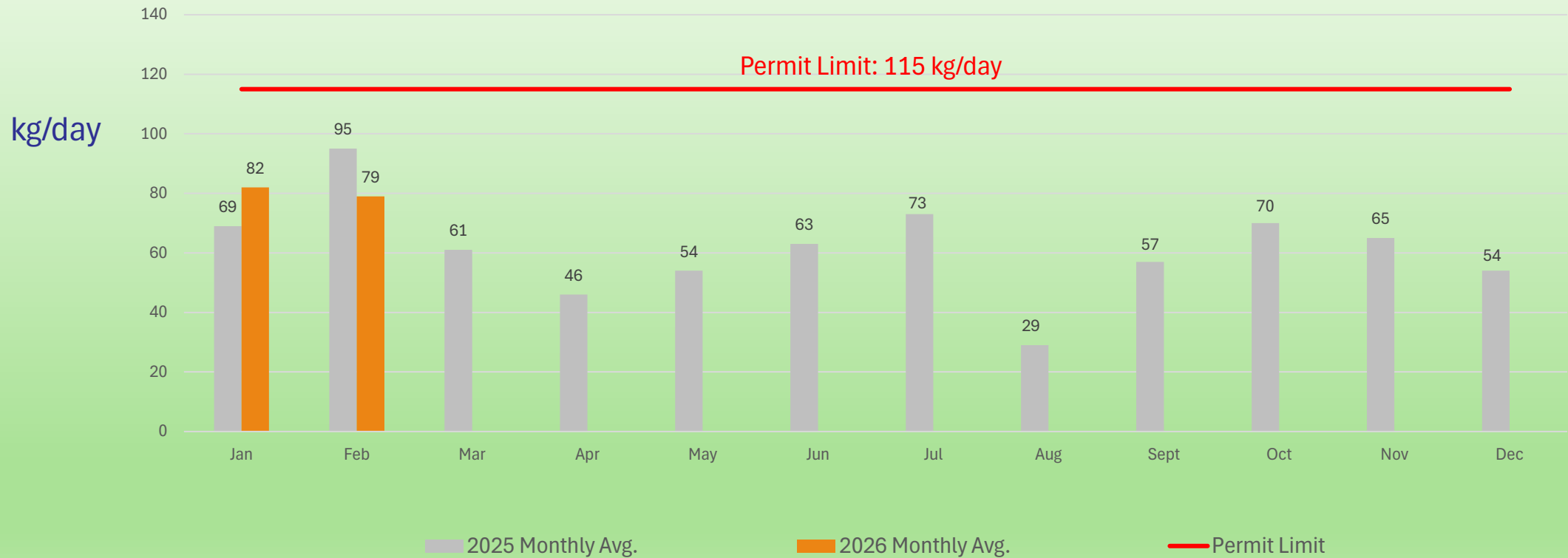
Total Mercury: Monthly Avg.



Phosphorus Concentration: Monthly Avg.



Phosphorus Loading: Monthly Avg. kg/day



2026 Reported Sewage Releases

Month	Release(s)	Location(s)	Volume (gals.) <i>-if available-</i>
January	0	--	--
February	0	--	--
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

YTD = 0