

Duluth/North Shore Sanitary District – Board of Managers
Meeting # 125

Date: June 15, 2010
Meeting called to order at: 7:00 am.
Board Members Present: Kevin Bovee, Dean Korri, Scott Smith, Katie Kuettel, John Bowen
Board Members Absent: None
Others Present: Eric Applewick, Julie Lundholm, Mia Thibodeau, Becky McNamara, Jim Anklam, John Fischer
Minutes To: Kevin Bovee, Dean Korri, Scott Smith, Katie Kuettel, John Bowen, Eric Applewick, John Mason, Mia Thibodeau, Jim Anklam, Becky McNamara,
Minutes By: Julie Lundholm

1. **Roll call:** all members present.
2. **Approve agenda:** No changes. Motion to approve as written by **K. Kuettel**. Second by **S. Smith**. Motion passed unanimously.
3. **Minutes:** regular meeting # 124, May 18, 2010. No corrections. Motion to approve as written by **K. Kuettel**. Second by **S. Smith**. The word 'Draft' should be removed from the final copy.
4. **Public Comment:** None.
5. **Communication/Correspondence:** **K. Kuettel** read an email received by the Board from a DNSSD customer regarding a positive experience with Becky McNamara.
6. **Treasurer's Report:**
 - A. Payment of Bills
 1. **B. McNamara:** Nokomis bill-back drafted for over \$10,000. A picture will be sent with the bill.
 2. Total bills payable \$70,775.94. Motion by **S. Smith** to pay bills. Second by **K. Kuettel**. Motion passed unanimously.
 3. Piggings can be charged back to Knife River and figured into the base rate.
 4. One address, 5591 N. Shore Drive, near Nokomis, is not in the system.
 5. The manual checkbook is locked in the NTS office, and is not needed anymore. It will be given to B. McNamara.
 - B. Suspension of debt service fees (7445 E. Superior St – Matthew Christensen):
 1. Service was shut off 11/09. The Board questioned whether to waive annual debt service as charges will make purchase of the property less likely. It is currently County owned. The debt service is for installation of infrastructure.
 2. **M. Thibodeau** questioned what type of notice is given when equipment is

pulled, and stated that reasonable notice must be given by mail and door posting. Motion by **S. Smith** to cancel debt service, do notice, and remove equipment. Second by **K. Kuettel**. Motion passed unanimously.

C. Property Assessments:

1. Sheri Johnson and Sterling Weatherford: Sterling Weatherford requested that his name be removed as owner for Parcel ID 315-0010-00533; however, Mr. Weatherford is still record owner therefore his name will remain on account. **M. Thibodeau** stated the Lakeview Castle assessment was \$82500.00 which included the assessment amounts for the adjoining hotel and residential parcels. However, only one parcel was listed on the original assessment roll. Therefore, to assess the other two parcels, the Board must do a full assessment procedure (publish and mail notice, opportunity to be heard, and reapportionment). She recommended this go to the Rates & Charges Committee to resolve. **B. McNamara** received an email regarding the possible purchase of the property with a July closing date. Assessment charges will be included. **J. Bowen** will see what Dan Belden (senior planner at WLSSD) thinks about doing a reassessment of EDUs on all three parcels and report next month.

D. Web site: Becky McNamara

1. The web site is currently in blog form, but is structured to operate as a web site. All information can be found there (ordinances, contact information, billing, meeting schedules, minutes, emergency response information, specifications, and approved contractor list). The Url is: dnssd.org. **M. Thibodeau** will forward Ordinances #1, 2, & 4 to Becky to be added to the site.
7. **New Business:** Saved for later discussion.
8. **Legal Issues: Mia Thibodeau**
 - A. Assessment to Lakeview Castle: addressed above.
 - B. WLSSD FOG Ordinance Requirements: any new commercial connection involved in food preparation will require grease traps per WLSSD. This should be added to the Ordinance. The Board needs to decide who will compile the annual FOG report. **J. Bowen** will try to attend the June 28 WLSSD meeting. **K. Kuettel:** the report should be added to the annual calendar when formatted.
 - C. Notice of removal of grinder stations: addressed above.
9. **Engineer's Report: Jim Anklam**
 - A. A handout regarding FAQs (frequently asked questions for DNSSD, May 2010) was provided. This will be added to the web site.
 - B. Discussed status of new Scenic Café grease trap approval from the State. He indicated that the design had been submitted by Carlson Brothers Plumbing, however,

he is not sure if it has been approved yet. He also indicated that he received an email from a developer regarding a 2.3 acre parcel behind the Duluth water plant. There appears to be some interest in development of this parcel.

- C. The grease management workshop meeting will be held at the French River Lutheran Church June 23. **B. McNamara** will call all restaurants for RSVPs.

10. Operations Committee: John Bowen

- A. The flows are down from last month.
- B. Database: call outs were not in the database due to problems with time computations. He will consider the job incomplete until all information has been entered. **B. McNamara**: more retro information is needed for research. **J. Bowen**: The District billing policy is “billing will begin when water is introduced into the DNSSD system”.
- C. The allocation agreement must be completed and sent by the end of the month. The spreadsheet documents current EDUs. He recommends staying with 80,000 gallons allocation with assumed values of BOD. DNSSD assumed values are 148 BOD and 151 total solids, both equal to 133 lbs. Motion by **J. Bowen** to set 5 year allocations with WLSSD at 80,000 gallons flow, 133 lbs BOD, 133 lbs total solids per day. Second by **K. Kuettel**. Motion passed unanimously.
- D. FOG (fat, oil, grease) Ordinance: covered above.
- E. NTS Task List: **E. Applewick** will look at the updated list and accept the changes he agrees with and return to **J. Bowen**. The list will then go to the Rates and Charges Committee with items agreed on and items not agreed on this week.

11. Operations Report: Eric Applewick

- A. Summary of pigging: the test went well, done in mid-May. All pigs have been recovered. The Detection Instruments data logger provided flow and H2S data for before and after pigging.
- B. H2S Logger: Motion by **S. Smith** to purchase data logger as recommended. Second by **J. Bowen**. Motion passed unanimously.
- C. Nokomis repairs: covered above.
- D. NTS provided the Board with a DNSSD owned equipment list that NTS uses.
- E. **E. Applewick** will send **B. McNamara** the old District financial software.

12. Old Business:

- A. Comprehensive Plan: **S. Smith** said this is in the DNSSD manual. The Land Use Plan was adopted in 2001. He recommends repealing the current plan and researching and possibly adopting plans of Duluth Township, Lakewood Township, and City of Duluth. **M. Thibodeau** will look into this. **J. Bowen**: an update is required in conjunction with the Allocation Plan.
- B. Ricky Miles Johnson: not addressed.
- C. Todd Anderson driveway: not addressed.

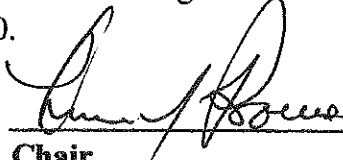
D. Mary Ann Sironen: not addressed.

E. 7025 E. Superior St (deck): J. Mason will look into this.

13. Other: Nothing.

14. Adjourn: Motion to adjourn meeting at 9:00 am by K. Bovee. Second by S. Smith.
Motion passed unanimously.

Next Meeting Date: The next meeting will be held at 7:00 am at French River Lutheran Church on July 20, 2010.

Minutes Approved by:  8/17/10
Chair Date

Katherine A Kuettel 8 Aug 2010
Secretary Date