

Duluth/North Shore Sanitary District – Board of Managers

Meeting # 131

December 21, 2010

Board Members Present: Kevin Bovee, Dean Korri, Scott Smith, Katie Kuettel, John Bowen
Board Members Absent: None
Others Present: Julie Lundholm, Mia Thibodeau, Jim Anklam, Eric Appelwick,
John Mason, John Fischer, Angela Braud

1. The meeting was called to order at 7:00 am.
2. **Approve agenda:** motion to approve with changes by **S. Smith**. Second by **J. Bowen**. Motion passed unanimously.
3. **Minutes:** regular meeting # 130, November 16, 2010. Motion to approve by **S. Smith**. Second by **J. Bowen**. Motion passed unanimously.
4. **Public Comment / Input:** none.
5. **Communications / Correspondence:**
 - I. **S. Smith** received an email from the auditor's office regarding December disbursements.
6. **Treasurer's Report: Scott Smith**
 - I. **Payment of Bills:** motion by **S. Smith** to pay the November bills with the addition of the insurance payment. Second by **D. Korri**. Motion passed unanimously.
7. **Financial: Becky McNamara**
 - I. **Bill Back for 9127 E Superior St:** motion by **J. Bowen** to approve bill back. Second by **S. Smith**. Motion passed unanimously. **S. Smith** will contact **B. McNamara** to send bill.
8. **Legal Issues: Mia Thibodeau**
 - I. **Debt Service Fee Letter:** letter to residents will be discussed at January meeting.
 - II. **Liability Insurance (D/NSSD):** the insurance summary has been received.
 - III. **FOG Ordinance:** WLSSD required D/NSSD to either adopt the FOG Ordinance or amend the D/NSSD Ordinance. Section 8.6, New FOG Requirements, pages 23-25, will be presented for approval at the January meeting. A report of the Board's action is due by February, 2012 to WLSSD. **J. Mason** has a list of items that should be reviewed in 2011.
 - IV. **Proposed Changes to Ordinance No. 1:** discussed as part III.
 - V. **Board Member Vacancy:** **J. Bowen** introduced new board member **Angela Braud**. **M. Thibodeau** said the necessary documents will be drawn up, and both Duluth and Lakewood Townships must pass an election resolution. This will take place in January.
 - VI. **A. Nisswandt:** the Board had asked **M. Thibodeau** to research options, which include requesting the property owner apply for a variance, establishing certification that there is not pressurized water on the property, and requiring the property owner to obtain a permit for the privy from Environmental Services (formerly St. Louis County Health Dept). **M. Thibodeau** will draft a letter to the property owner.

9. **Engineer's Report: Jim Anklam**
 - I. Highway 61 Construction / Knife River Bridge: **J. Anklam** is checking on locations of existing sewer connections. There was general discussion regarding moving the sewer line from under the center of the road to the new right of way. The Board would like costs divided between D/NSSD and Knife River. **J. Anklam** will request a cost estimate from Northland Constructors.
 - II. Hydrogen Sulfide, Ryan Road/Manholes: nothing more has been done at this point. **J. Anklam** and the Operations Committee will investigate the matter further in 2011.
 - III. 1159 and 2250 Old North Shore Rd: there have been no call outs to either address in December. Larry Shelton installed a manhole and check valve at 2250. NTS will continue to monitor both.

10. **Operations Committee: John Bowen**
 - I. Flow: is staying down despite rain events. **J. Mason** removed Red Swan Catering from the equation temporarily because they are a new connection.
 - II. Database: there was general discussion regarding entering FOG information and staying current with entries.

11. **Operations Report: John Mason – NTS**
 - I. Grease Sampling / FOG Program: review of sample letter from WLSSD outlining first year goals. The District should send area restaurants a letter, a survey, and a copy of the updated Ordinance. The survey information can be used to enhance the sampling part of the D/NSSD Ordinance. Smaller units such as cabin units, churches with kitchens, and day cares need to be accounted for in the amendment language. The FOG requirements need to be adopted into the D/NSSD Ordinance first. Fourth quarter grease sampling will be done before year end.
 - II. WLSSD Meeting: discussed with I.
 - III. **J. Mason** is looking into obtaining a possible grant for additional funding available through the MN Dept. of Labor for safety grates.
 - IV. Discussion of other various issues and call outs during the last month.

12. **New Business:**
 - I. Knife River Pumping Protocol: **J. Mason** provided a brief update. WLSSD is set so two pumps turn on. D/NSSD wants only one pump to start at first. This issue needs to be resolved before spring run-off. **J. Mason** has already talked to WLSSD and **J. Bowen** will give them a call.

13. **Old Business:**
 - I. Ricky Miles Johnson: this item can be removed from the agenda.
 - II. Todd Anderson Driveway: this item will be a 'seasonal' agenda item. Nothing can be resolved until spring.
 - III. Board Member Vacancy (Duluth Township): discussed under Legal Issues.
 - IV. A. Nisswandt: discussed under Legal Issues.

14. **Other:**
 - I. **K. Kuettel** thanked **J. Bowen**, who is leaving the Board, for his service, his knowledge and the many contributions he brought to the District.

15. **Adjourn:** Motion to adjourn meeting at 8:30 am by **K. Bovee**. Second by **K. Kuettel**. Motion passed unanimously.

Minutes Approved by: *K. Bovee* *3.15.11*
Chair Date
Katherine A Kuettel *3/15/2011*
Secretary Date

Next Meeting Date: The next meeting will be held at 7:00 am at French River Lutheran Church on January 18, 2011.

Minutes taken by: Julie Lundholm