

Duluth/North Shore Sanitary District – Board of Managers

Meeting # 132

January 18, 2011

Board Members Present: Kevin Bovee, Dean Korri, Katie Kuettel, John Bowen
Board Members Absent: Scott Smith
Others Present: Julie Lundholm, Mia Thibodeau, Jim Bakken, Eric Appelwick,
John Fischer, Angela Braud, Becky McNamara, John Kessler,
Mary Ann Sironen

1. The meeting was called to order at 7:00 am.
2. **Approve agenda:** add *Madrinich Bill Back* to Financial, and *Nisswandt Letter* to Legal. Motion to approve with additions by **K. Kuettel**. Second by **J. Bowen**. Motion passed unanimously.
3. **Minutes:** regular meeting # 131, December 21, 2010. Motion to approve with correction (*Northland Constructors*) by **K. Kuettel**. Second by **J. Bowen**. Motion passed unanimously.
4. **Public Comment / Input:**
 - I. John Kessler questioned a glitch in the permits required for wastewater handling. It appears the Duluth Township land use permit requires a copy of the D/NSSD permit for approval, however, there is a clause in the D/NSSD application that requires a copy of the township land use permit before it can be approved. The necessary changes will be made to the rules and regulations, and the application.
5. **Communications / Correspondence:** none.
6. **Treasurer's Report:**
 - I. Payment of Bills: motion by **K. Kuettel** to pay the December bills as presented. Second by **J. Bowen**. Motion passed unanimously.
7. **Financial: Becky McNamara**
 - I. Delinquent accounts have risen over the last year. There were no new connections in 2010. Financially, the District is ending the year as projected. 2011 billing packets have been mailed. There were 100 new sign-ups for ACH payments. Six of those were delinquent payers.
 - II. **B. McNamara** received a call from Nokomis requesting to defer the \$10,000.00 repair bill until May or June. She proposed a modified payment plan for the winter months instead of zero payments. Payments would be lower now, then higher payments July through September, then paid in full by October. Following discussion by the Board, **J. Bowen** made a motion that the Board accept the proposed payment plan as outlined above. Second by **K. Kuettel**. Motion passed unanimously.
 - III. Bill back for Shane Madrinich, 9127 E. Superior St., \$350.70: motion by **K. Kuettel** to approve bill back. Second by **J. Bowen**. Motion passed unanimously. Discussion followed regarding property owners being responsible for paying for repairs caused by flushing disallowed items.

8. **Legal Issues: Fryberger (Mia Thibodeau)**
- I. Election of Officers: nominations of **S. Smith** for Treasurer, **K. Bovee** for Chair, **D. Korri** for Vice Chair, and **K. Kuettel** for Secretary. Motion by **J. Bowen** to accept the nominations as noted above. Second by **K. Kuettel**. Motion passed unanimously.
 - II. Election of New Board Member: Both the city and town of Duluth have approved the election of **Angela Braud** to the D/NSSD Board. Lakewood Township has not responded yet.
 - III. Ordinance No. 1 Revision: **M. Thibodeau** will verify if the bylaws allow a non-board member to be on the Operations Committee. The Bylaws language will be revised to permit a percentage allocation by population. Ordinance No. 1 revision was submitted for approval. Motion by **J. Bowen** to approve the revision. Second by **D. Korri**. A summary of the revisions will be published in the newspaper.
 - IV. WLSSD Capacity Allocation Ordinance: **M. Thibodeau** received an email from **B. McNamara** containing the revised version of the WLSSD C.A.P. **J. Bowen**: the Board may want to consider revisions for excess BOD and total solids. That will be referred to the Operations Committee. The WLSSD regulations will be added to the database.
 - V. Debt Service Fee Letter: **M. Thibodeau** emailed a draft letter to the Board describing changes in the policy. The letter will be sent to users affected by this. Changes will be effective in 2012; users will receive notice by fall of 2011. The letter can be approved by the Board but should not be sent until all information is received for all properties involved. Motion by **J. Bowen** to approve the draft of the debt service fee letter. Second by **K. Kuettel**. Motion passed unanimously. **M. Thibodeau** will make any changes needed.
 - VI: Knute Nisswandt Letter: **M. Thibodeau** sent a copy of the draft letter to the Board for review. After discussion, a motion was made by **K. Kuettel** to approve the letter. Second by **J. Bowen**. Motion passed unanimously.
 - VII: **M. Thibodeau** will be on maternity leave in April, May, and June. A representative from Fryberger will be attending meetings in her absence.
9. **Engineer's Report: Ayres and Associates (Jim Bakken)**
- I. Sewer Line Realignment on Scenic Hwy 61 in Lake County: Northland Constructors sent information regarding sewer line relocation costs, which were approximately \$47,000.00. **E. Appelwick** will solicit additional proposals and timeframes for completion of the project. It would be most cost effective to have the relocation done at the same time as the highway construction. Discussion of funds available in the capital improvement fund. Cost sharing with Knife River and Lake County is a possibility. A breakdown with division of costs should be obtained, and costs should be tracked closely.
 - II. 2309 Old North Shore Drive, Certification Request: **B. McNamara** received an email from the user needing verification that the sewer system was legally certified. A letter has been sent to the user and the issue is resolved.
 - III. Hydrogen Sulfide Removal Discussions: **J. Bakken** updated the Board on the Vortex System. This new system has been successful in other parts of the U.S. (i.e. Minneapolis) at an approximate cost of \$40,000.00. This issue will have to be addressed after the Lake County project is completed. **B. McNamara** said it is critical to build up the funds in the capital improvement fund.

- IV. New Contacts at Ayres and Associates: **J. Anklam** is no longer with Ayres and Associates. **J. Bakken** will be the new representative from Ayres. Contact information on the web site will be corrected.
10. **Operations Committee: John Bowen**
- I. Flow: 2010 was the first year rain amount was up but flow was down. The rain did not track with sewage flow.
- II. Database: **J. Mason** had been working with the Dan Welter, the database manager, on getting missing and incomplete files added.
11. **Operations Report: NTS (Eric Appelwick)**
- I. **E. Appelwick** updated the Board on the status of **J. Mason's** injury. It is unknown what will be the length of his recovery. **E. Appelwick** will be taking over all of **J. Mason's** duties until his return.
- II. The Info and Infiltration (I&I) Report is due by February 15 and needs to be signed off by Ayres before it is sent.
- III. F.O.G. Requirements: **E. Appelwick** is working on getting up to speed.
- IV. 9019 E. Superior St.: **E. Appelwick** will keep the Board updated on this issue. It appears as if the City of Duluth marked the curb stop and turned it off last November. Discussion regarding billing and who is responsible for repair charges. **E. Appelwick** will follow up with what **J. Mason** was doing, and will write a letter to the City of Duluth regarding the costs incurred. **M. Thibodeau** will review the letter and approve it before it is sent.
- V. Restaurant sampling was not done at the end of December due to **J. Mason's** injury. **E. Appelwick** will work on getting it completed.
12. **New Business:**
- I. Knife River Pumping Protocol: **J. Bowen** reported that Knife River can not change the WLSSD pump protocol. NTS needs to work with Gary Ojard (the Knife River operator), for resolution of this issue. WLSSD is not involved.
13. **Old Business:** none.
14. **Other:** none.
15. **Adjourn:** Motion to adjourn meeting at 8:50 am by **K. Kuettel**. Second by **K. Bovee**. Motion passed unanimously.

Minutes Approved by:

Chair

Date

Secretary

Date

Next Meeting Date: The next meeting will be held at 7:00 am at French River Lutheran Church on February 15, 2011.

Minutes taken by: Julie Lundholm