

Duluth/North Shore Sanitary District – Board of Managers

Meeting # 133

February 15, 2011

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

1. The meeting was called to order at 7:00 am.
2. **Approve agenda:** request by **M. Thibodeau** to add *File for Destruction, Nisswandt Letter, and Debt Service Letter* to Communications / Correspondence. Motion to approve agenda with additions by **K. Kuettel**. Second by **S. Smith**. Motion passed unanimously.
3. **Minutes:** regular meeting # 132, January 18, 2011. Motion to approve with correction (John Kessler, not Fischer) by **K. Kuettel**. Second by **D. Korri**. Vote: **S. Smith** abstain, all others in favor. Motion passed.
4. **Public Comment / Input:** None.
5. **Communications / Correspondence:**
 - I. Files for Destruction: **M. Thibodeau** has files that are due to be destroyed in her office from the Malarski litigation. Fryberger's policy is to return the files to the client. **E. Appelwick** will pick up the files and store them in the NTS office.
 - II. Nisswandt Letter: **M. Thibodeau** said the letter was mailed last week.
 - III. Debt Service Letter: **M. Thibodeau** said there are two properties still in question: 5103 N. Shore Drive (Plagemann) and 5126 McQuade Rd (Gaylord). After discussion by The Board, it was determined that **M. Thibodeau** would research land records and the most current deed for both properties.
6. **Treasurer's Report: Scott Smith**
 - I. Payment of Bills: motion by **S. Smith** to pay the January bills as presented. Second by **K. Kuettel**. Motion passed unanimously.
7. **Legal Issues: Fryberger, Mia Thibodeau**
 - I. Insurance Renewal Form for Director and Officer Policy: review of Renewal Form from **M. Thibodeau**. Motion by **S. Smith** to approve the insurance renewal form as presented. Second by **D. Korri**. Motion passed unanimously.
 - II. Resolution Approving Publication of Ordinance Summary – Ord. Nos. 1 and 3: review of handout from **M. Thibodeau**, Resolution No. 2-15-11. Motion by **S. Smith** to adopt Resolution No. 2-15-11. Second by **D. Korri**. Motion passed unanimously.

8. **Engineer's Report: Ayres and Associates, Jim Bakken**

- I. Sewer Line Realignment on Scenic Hwy 61 in Lake County: handout presented by **J. Bakken** of current vs. proposed relocation of sewer line. The Operations Committee met last Friday. **J. Bakken** has tried to contact the Lake County Engineer's office, but has received no response yet. Options are (1) to continue with the sewer realignment at a cost of approximately \$40,000.00, (2) leave the sewer line in place and just relocate the gate valve for Knife River at a minimal cost of approximately \$5000.00 to \$10,000.00, and (3) to extend the D/NSSD sewer line to the City of Duluth sewer line by relocating the entire line into St. Louis County, the most expensive option of the three. The Board discussed those options. **M. Thibodeau** said that since the sewer line is currently located in the right-of-way of Lake County road Scenic Hwy 61, the county likely has the option of telling D/NSSD to relocate the line, however, without doing additional research, can not be certain. Communication from Lake County has not been good; **J. Mason** was made aware of this issue only by being on site and asking questions. **J. Bakken** said it is customary to notify all utilities before construction begins. The subject of cost sharing was discussed. **J. Bowen** felt the best option would be to leave everything in place, and if there are issues in the future requiring access to the sewer line, the road could be repaired at that time. **E. Appelwick** said NTS will be monitoring the progress. **J. Bakken** will let Board members know via email when a reply is received from Al Goodman, with Lake County. **M. Thibodeau** will work on arranging a meeting with Lake County Commissioners and the Knife River Board to discuss the issue and options.

9. **Operations Committee: John Bowen**

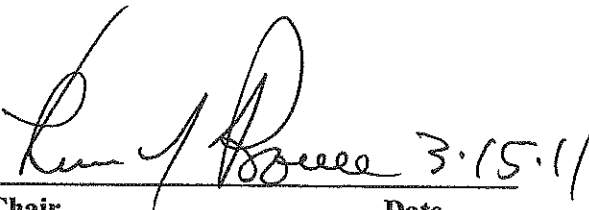
- I. Flow: there was discussion of the Scenic Café and grease issues.
- II. Database: ongoing maintenance is needed. If the database is kept up to date, it is a wealth of information. **E. Appelwick** said NTS recently implemented a proprietary database for their own use, and it would be advantageous if the two databases could be linked.
- III. **J. Bowen** requested that the Sewer Back-up Policy, the Meter Reading Policy, the Credit Card Policy, and the Change of Service Policy be added to the policy list on the D/NSSD website. **M. Thibodeau** will contact **B. McNamara** and have her add these policies.

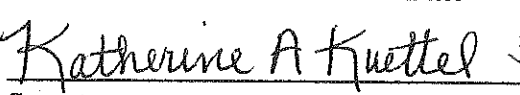
10. **Operations Report: NTS, Eric Appelwick**

- I. **E. Appelwick** updated the Board on **J. Mason's** recovery progress. Updates can be accessed on the Caring Bridge website.
- II. Discussion of handout – NTS Report:
 - A. Discussion of the inoperable heater in Lift Station #2
 - B. Locator training attended by NTS employees in Blaine, MN. Future training sessions on other topics are scheduled.
 - C. The Ryan Road Lift Station odor; it is suspected that a line is frozen and NTS will be working on fixing it
 - D. Update on **E. Appelwick's** integration to his new duties
 - E. Grease sampling will be done in April or May due to cold weather affecting the readings. **E. Appelwick** recommended samplings wait until the WLSSD FOG Ordinance is adopted by D/NSSD.
 - F. Updates and discussion on maintenance and service issues.

11. **New Business:**
- I. **New Software to Track Parcel Code Changes:** **S. Smith** is requesting the Board authorize purchase of the 4 Top software package at an approximate cost of \$70.00. This would facilitate easier research of parcel codes for property issues and ownership changes. Motion by **D. Korri** to authorize **B. McNamara** to purchase and install the software. Second by **K. Kuettel**. Motion passed unanimously.
12. **Old Business:** None.
13. **Other:**
- I. **A. Braud** informed the Board that the Nokomis payment schedule was approved and they have sent the first payment already.
 - II. **A. Braud** questioned what action would be taken regarding a resident's request for a copy of the 2011 budget. **K. Kuettel** will send an email to **B. McNamara** to mail a copy to the resident.
14. **Adjourn:** Motion to adjourn meeting at 8:30 am by **K. Bovee**. Second by **K. Kuettel**. 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 March 15, 2011.

Minutes taken by: Julie Lundholm