

Duluth/North Shore Sanitary District – Board of Managers

Meeting # 153 7:00 A.M October 16, 2012

French River Lutheran Church

Board Members Present: Kevin Bovee, Scott Smith, Katie Kuettel
Board Members Absent: Dean Korri, Angela Braud,
Others Present: Mia Thibodeau, Eric Appelwick, John Fischer, Becky McNamara, Terri,
Wick, Tom Pfeffer, John Bowen, Mary Ann Sironen

1. The meeting was called to order at 7:05 A.M. by **K. Bovee**.
2. **Approve Agenda:**
 - I. **Motion** to approve Agenda as amended by **S. Smith**. **Second** by **K. Kuettel**. **Motion** passed unanimously.
3. **Meeting Minutes:**
 - I. The minutes of the regular meeting #152, September 18, 2012, **Motion** to table the minutes by **K. Kuettel**. **Second** by **S. Smith**. **Minutes tabled**.
4. **Public Comments/Input:** None
5. **Communications/Correspondence:**
 - I. Paperwork from FEMA. **E. Appelwick** will review it.
 - II. Email from John Bowen regarding his resignation from the Operations Committee. **K. Bovee** thanked John Bowen for his service to the District.
6. **Treasurer's Report**

Payment of Bills:

- I. **S. Smith** discussed monthly payables. The checks match the list. **Motion** to pay bills by **S. Smith**. **Second** by **K. Kuettel**. **Motion** passed unanimously.

KRLSD

- I. **K. Bovee** stated the Board has engaged John Bray with the law firm of Maki and Overom. John Bray sent a letter to Bob Entzion (Chair of Knife River Larsmont Sanitary District). There has been no response from Chair Entzion. **K. Kuettel** asked if Knife River Larsmont Sanitary District can be certified as a delinquent account. **M. Thibodeau** stated Knife River cannot be certified as a delinquent account. **S. Smith** said they could be shut down with 10 days notice if there is no response to our request.

7. Legal Issues: Fryberger, Mia Thibodeau

I. Debt service fees

M. Thibodeau discussed Resolution 10-16-12. Resolution adopting Certification Fee and Assessment Payoff Quote Fee. Certification Fee in the amount of \$100 per every \$1000 certified to the user's tax roll. The second fee is the Assessment Payoff Quote Fee of \$150 and would apply whenever there is closing when a property is sold and an official quote is requested by a title company. **Motion** by **S. Smith** to adopt the new fees as presented. **Second** by **K. Kuettel**. **Motion** passed unanimously.

II. Adoption of new fees

M. Thibodeau discussed Ordinance #3. This is the district ordinance regarding fees. **Motion** by **K. Kuettel** to adopt the amendment to ordinance #3 regarding rates and charges. **Second** by **S. Smith**. **Motion** passed unanimously.

III. Properties and debt service fees notices

M. Thibodeau discussed properties that **B. McNamara** had questions about if they should get a debt service fee statement, questions about what equipment exists as these properties, and the need to clarify if they should be getting debt service fee notices.

J. Bowen stated customers cannot be charged the debt service if they were not notify that their status had changed. Found two properties; Niswandt who has been paying the debt service fee. The other property is 7437 East Superior Street owned by Mathew Christianson. **M. Thibodeau** stated in 2009 it was determined that because the properties were not using the equipment that the debt service fee would not apply. In 2010 there was a modification of the policy that anyone who had a grinder station installed should be paying the debt service fee.

E. Applewick will stop at Gaylord and Christianson properties to verify abandonment. **J. Bowen** stated the letter gave all properties in question a year to pay debt service fee or file for abandonment. **M. Thibodeau** will see if a letter was sent.

IV. Audit Engagement letter

M. Thibodeau received standard engagement letter from State Auditor's Office for the year ended 12/31/2011. **Motion** by **S. Smith** to engage State Auditor's Office for the 2011 audit. **Second** by **K. Kuettel**. **Motion** passed unanimously.

V. Insurance update

M. Thibodeau stated Liscomb Hood Mason asked for a renewal quote from our current insurance carrier which returned a quote with an increase of \$1600. Last year's insurance was approximately \$9,000. The quote for this year is \$10,698. Liscomb Hood Mason requested a quote from another carrier. Have not received that quote yet. Our renewal date is November 1st. **M. Thibodeau** would like to have Board approval to renew at the current quote. **Motion** by **S. Smith** to extend the insurance coverage with Liscomb Hood Mason in the amount of \$10,698 for 2013. **Second** by **K. Kuettel**. **Motion** passed unanimously.

8. Engineer's Report: Ayres and Associates, Tom Pfeffer

I. T. Pfeffer discussed operation committee meeting on October 2nd where NTS raised some issues with the pump stations. Ayres inspected the pump stations and scrubber on Ryan Road. One of three pumps has a broken flange that needs replacement. The rest of mechanical parts in Pump Stations #1 and #2 are in decent operating order. Some concerns of corrosion of the electrical systems, likely from age. A follow up inspection by Foster Jacobs Johnson concluded there is some mild corrosion to the wiring in the two lift stations that can be corrected by better sealing the conduits. Considerable corrosion at Ryan Road scrubber. The first inspection found issues with the ventilation of the lift station.

II. The mechanical repairs to the riser pipe for pump #2 in Lift Station #1. Repairs should be done as soon as possible as it is inoperable. Ayres is compiling a bid packet of three quotes from local contractors.

III. Ryan road odor control. Costing and conceptual design will be developed in the next month.

- IV. Chuck and Sandy Furlong, one of eight properties where well and sewer line are to close. Either the sewer has to be moved or the well relocated in order to meet the offset requirements for the Minnesota Department of Health. The well is currently working and safe. Ayres is currently in the process of negotiating with the Department of Health if the well or sewer will be moved.

9. **Operations Committee: Dean Korri, John Bowen**

- I. **J. Bowen** asked if anyone wanted to take over the flow chart report. He has a procedure sheet on how to take the information from the WLSSD E-mails. **K. Bovee** asked if NTS could gather this information. **J. Bowen** asked who is going to tally the EDU. **E. Appelwick** will. Another member of the operations committee is needed, because of the resignation of John Bowen.

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

I. **Sy/Com Quote**

E. Appelwick reported being paged to station #2 on September 27th. Found water on the ground. Discovered the battery backup had fried as well as the batteries in the dialer. The programmer that runs the pump was in program mode. Sy/Com said a power surge or brown out could have caused the problem. Replaced the UPS and batteries. **E. Appelwick** will inquire on how to prevent the problem in the future and get an automatic alarm. **J. Bowen** talked about using capital and repair fund to pay for needed repairs. The repair with the transducer is needed but not an emergency. **T. Pfeffer** stated he could get a cost estimate for the flange repairs. **Motion** by **K. Kuettel** to fund the repairs that are needed, pending adequate funds. The repairs will be completed in the following order: 1) the flange, 2) the pump and 3) the transducer. **Second** by **S. Smith**. **Motion** passed unanimously.

II. **Corrosion in Lift Stations**

E. Appelwick reported when the generators were inspected this year corrosion was found in the transfer switches. No deterioration of the wires yet. The conduits need to be sealed.

III. **5264 Greenwood Road Deck Installation**

E. Applewick reported on a deck installation, with no foundation in the ground. It would cover the bottom of the conduit to the control box. Operationally no issue if it is a floating deck as they can be moved. However it may encroach on the easement on the gravity side. **K. Bovee** stated the landowner needs to be aware that if the deck needs to be moved, it is 100% home owner's expense. **S. Smith** stated if they are requesting a variance the Board needs a formal request. The Board's decision is based on the criteria in Ordinance 1 for granting such a variance. **M. Thibodeau** stated it would not be an ordinance violation. We have an easement agreement with the homeowners that they cannot excavate or construct anything in the easement area. They need prior written consent of the Board. Decisions can be made on a case by case basis. **S. Smith** was concerned about setting precedence with this deck. **K. Kuettel** would like a letter sent stating what they have to do. **Motion** by **K. Kuettel** that the Board allow a floating deck to be constructed within the easement, subject to the homeowner's agreement to cover

costs if it has to be moved. **Second** by **K. Bovee**. **Motion** passed with **S. Smith** in opposition. **M. Thibodeau** will draft a letter for the homeowner. **K. Bovee** will sign the letter. **E. Applewick** will deliver the letter to the homeowner and will inspect the deck after it is in place.

IV. Painted over the graffiti on the Lift Station #1. New odor control media arrived. Replaced 24 volt control on Lift Station #2. The retention tank will be cleaned this month. Last of the restaurant sampling completed this month.

11. **New Business: None.**

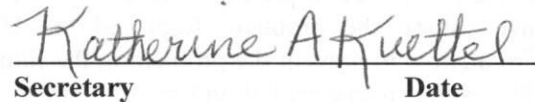
12. **Old Business: None.**

13. **Other: None.**

14. **Adjourn: Motion** to adjourn the meeting by **K. Bovee**. **Second** by **K. Kuettel**. **Motion** passed unanimously at 9:00 A.M.

Minutes Approved by:

 12.18.12
Chair Date

 12/18/2012
Secretary Date

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

Minutes taken by: Terri Wick
DNSSD Mtg # 153, 101612, Minutes